Request for Applications
from local non-governmental organizations to support
implementation of Direct Inspection Protocol
in Bangladesh

Issuance Date: 20 December 2019, Monday
Closing date and time: 13 January 2020, 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.

<table>
<thead>
<tr>
<th>Exhibit Number</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Instructions to Applicant</td>
</tr>
<tr>
<td>2</td>
<td>Statement of Work</td>
</tr>
<tr>
<td>3</td>
<td>Evaluation Criteria</td>
</tr>
<tr>
<td>4</td>
<td>Pricing Information and Cost Application Instructions</td>
</tr>
<tr>
<td>5</td>
<td>Organization Information</td>
</tr>
<tr>
<td>6</td>
<td>Organizational Control Environment Questionnaire</td>
</tr>
<tr>
<td>7</td>
<td>Anti-Terrorism Certification</td>
</tr>
<tr>
<td>8</td>
<td>Instructions for obtaining a DUNS number</td>
</tr>
<tr>
<td>9</td>
<td>PLGHA compliance certification</td>
</tr>
<tr>
<td>10</td>
<td>Technical Application template</td>
</tr>
<tr>
<td>11</td>
<td>Budget template</td>
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</tbody>
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Key deadlines:
- Applicants shall submit an electronic application as email attachments in Microsoft Word (Technical Application) and Excel (Budget and Milestone details) to Nancy Warren at nwarren@rti.org no later than 17:00pm (Dhaka time) on 13 January 2020, Monday.
- Please request electronic versions of the Microsoft Excel and Word templates (Exhibits 10 and 11) from nwarren@rti.org by 17:00pm (Dhaka time) on 30 December 2019.
- Please direct questions to Nancy Warren at nwarren@rti.org. All questions received by 30 December 2019, Monday will be compiled and answers made available to all applicants through email. 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 three (3) to 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.*

**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 the end of January to July 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 and for which a template is provided in Exhibit 10.
3. The **Cost Application (budget)** as described in Exhibit 4 and for which a template is provided in Exhibit 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.
7. The **PLGHA signed certificate**, as provided in Exhibit 9

All electronic files should be in Microsoft Word or Excel format (font size 12pt).
Exhibit 2
Statement of Work

Direct Inspection Protocol Survey

Background
The Bangladesh Ministry of Health and Family Welfare (MOHFW) is requesting financial support to implement a Direct Inspection Protocol (DIP) survey of health facilities providing lymphedema management and hydrocele surgeries to meet its goal of validating lymphatic filariasis (LF) elimination in 2020. The MOHFW has requested support for a local partner organization to plan and implement the DIP survey. The organization will oversee and provide support for the survey teams made up of district health officials and NGO staff undertaking the assessment in health facilities. The survey will follow the DIP protocol finalized and piloted in 1-2 health facilities in January 2020 to ensure its appropriateness before it is scaled to the remaining health facilities between February and June 2020. The remaining number of health facilities to be included in this scope of work will be determined based on discussions at a MOHFW hosted workshop in January 2020 and on budget availability. The selected organization will be expected to participate in this discussion. The results of the survey, along with the results of the final TAS3 in Rangpur District, will be inputs into the dossier ahead of the validation of the elimination of LF as a public health problem.

Scope of Work
The selected organization will be responsible for coordinating with the MOHFW and district level governments to undertake facility-based surveys to assess the quality of lymphedema and hydrocele management services and provide recommendations on actions needed to strengthen these services where needed. These surveys will be undertaken electronically and captured in a data system managed by Act | East. The organization will need to work closely with the MOHFW and district health systems to coordinate logistics, human resources, training, survey implementation, data quality assurance, and communication.

Additional details of the survey logistics and implementation (number of facilities, number of people per survey team, number of districts, etc.) will be finalized at the DIP workshop in January.

Specific Responsibilities:
- Attend and contribute to a 2-day protocol finalization workshop hosted by MOHFW, January 27-28, 2020
- Participate in a 1-day pilot of the final protocol and questionnaire, January 29, 2020. The pilot will be organized by Act | East and the MOHFW
- Hire and train field staff to administer surveys, as determined by the final protocol
- Undertake surveys in coordination with district health staff, with technical guidance from MOHFW and Act | East staff
- Provide supportive supervision and technical guidance for survey data collection
- Coordinate supervision from MOHFW staff as needed
- With support from RTI, use electronic data collection tools and resources provided by Act | East
- Respond to queries and requests for information or edits to data sets from Act | East staff managing back end data systems
- Draft, circulate, and finalize project report with MOHFW and Act | East staff
- Maintain ongoing communication with MOHFW and Act | East staff on the progress of the project
**Deliverables**
1. Detailed comprehensive workplan developed in collaboration with MOHFW
2. Training report
3. Draft report
4. Final report

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<tr>
<th>Description of Milestones</th>
<th>Required deliverable(s)</th>
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<tr>
<td>1. Detailed comprehensive work plan and schedule developed in</td>
<td>Detailed work plan including planned dates for surveys as aligned with the final protocol</td>
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<td>collaboration with MOHFW</td>
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<td>2. Training of district coordinators and field officers</td>
<td>Training report including attendance list and copies of files used for training.</td>
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<tr>
<td>3. DIP implementation and survey data collection</td>
<td>Draft report</td>
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<td>4. Final report</td>
<td>Final report approved by RTI</td>
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**Qualifications**
The ideal applicant will have:
- Strong understanding of sub-national health systems
- Experience working with district level NTD focal persons
- Experience using Electronic Data Capture systems in surveys
- Familiarity with NTD programs, specifically for LF is a plus
- Strong communications systems and skills
- Ability to work in English and local language
Exhibit 3

Evaluation Criteria

Technical applications (Exhibit 10) 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 (50 points):** Describe how your organization will meet the requirements outlined in the Statement of Work (Exhibit 2), including reporting and coordination. As part of the Technical Application (Exhibit 10), include a draft supervision plan that outlines realistic monitoring and reporting by the organization and government stakeholders, as appropriate.

- **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 system 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.

- **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.

Many of the survey logistical details will be finalized at the MOHFW workshop in late January 2020. For the purpose of this application, please develop a technical application and budget based on the following assumptions:

- The survey will be conducted in 200 health facilities in 15 districts during the period of performance.
- Each survey takes roughly 2 hours to complete using electronic data capture tools.
- Each survey team should include 1 NGO staff person and one district health representative.

The actual number of target health facilities, districts, team composition and supervision requirements will be finalized in consultation with the selected organization during the MOHFW hosted workshop.

**Detailed Line Item Budget**

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 described. The applicant may modify the budget template by adding or deleting budget line items, as necessary. Please also provide backup documentation for all proposed costs (proforma invoices, memos, quotations, 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 local currency and in USD. 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 (for BDT) and cells F3-F7 (for USD). 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.

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<td><strong>Bank Name &amp; Address:</strong></td>
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<td><strong>Bank Account Number:</strong></td>
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<td><strong>DUNS Number:</strong></td>
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<td><strong>Tax Identification Number:</strong></td>
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<td><strong>VAT Registration Number:</strong></td>
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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:*

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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
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
(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:

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<th>Name of Applicant Organization:</th>
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<th>Name and title of officer or his/her alternate authorized to represent the Applicant:</th>
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<th>Signature and stamp:</th>
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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
PLGHA compliance certification (Required)

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 10

Technical Application/Program Description

Instructions:
Using the information provided in Exhibit 2 (Statement of work), a standard program description should address the following:

- The applicant’s understanding of the “development challenge,” opportunity, or problem. The applicant should discuss what political, social, economic, and environmental conditions(s) require(s) changing. How does the applicant know what needs changing? What appraisals, evaluations, needs analysis, and other methodologies were used to understand what requires changing?

- What are the intended results (i.e., changes in conditions)? Applications must clearly identify the beneficiaries, their number, location, and anticipated benefits that beneficiaries will receive.

- How will the anticipated results be achieved? What activities, processes, or strategies are essential to achieve the results? Why will the planned work lead to the intended results? What is the anticipated timetable for the achievement of the results?

- The link of the challenge, opportunity, or problem to the key objectives of the overall project. How will results contribute to the achievement of IRs and/or SOs? What are the external factors and other critical assumptions that are likely to facilitate or hinder the achievement of the results?

- What is the applicant’s plan for monitoring, tracking, and reporting performance? What are the plans for reporting and using the performance information? Please describe the supervision and monitoring plan from central and sub-national level authorities and the corresponding timetable.
Technical application to support implementation of Direct Inspection Protocol

Submitted to:

RTI International

By

____________________[applicant’s name and contact information]__________

On

________[date]__________
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

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

A2.3  Coordination with MOHFW

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

Please describe the process, how coordination with district and municipal 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 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 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 the supervision and monitoring plan from Central, and sub-national level authorities. The costs listed in the budget under given heading 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 11: Budget

**Organization name**  
Implementation of Direct Inspection Protocol Survey in Bangladesh  
Milestone Payment Schedule

<table>
<thead>
<tr>
<th>Milestones</th>
<th>Description of Milestones</th>
<th>Required deliverable(s)</th>
<th>Cost (BDT)</th>
<th>Cost (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed comprehensive work plan and schedule developed</td>
<td>Detailed work plan including planned dates for surveys as aligned with the final protocol</td>
<td>-</td>
<td>$0</td>
</tr>
<tr>
<td>2</td>
<td>Training of district coordinators and field officers</td>
<td>Training report including attendance list and copies of files used for training.</td>
<td>-</td>
<td>$0</td>
</tr>
<tr>
<td>3</td>
<td>DIP implementation and survey data collection</td>
<td>Draft report</td>
<td>-</td>
<td>$0</td>
</tr>
<tr>
<td>4</td>
<td>Final report</td>
<td>Final report approved by RTI</td>
<td>-</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>-</td>
<td><strong>$0</strong></td>
</tr>
<tr>
<td>Detailed Budget</td>
<td>Measurement Unit</td>
<td>Unit</td>
<td>Per unit cost in BDT</td>
<td>Cost (BDT)</td>
</tr>
<tr>
<td>-----------------</td>
<td>------------------</td>
<td>------</td>
<td>----------------------</td>
<td>------------</td>
</tr>
<tr>
<td><strong>Activity #1 (Example: Design and Preparation)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List each cost in a separate row (i.e. Labor for NGO staff person #1)</td>
<td>days/person</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>List each cost in a separate row (i.e. Labor for NGO staff person #2)</td>
<td>days/person</td>
<td>0</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td><strong>Subtotal - Activity #1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Activity #2 (Example: Training)</strong></td>
<td>districts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem for facilitators</td>
<td>days/person</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Transportation for facilitators</td>
<td>days</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Transportation for participants</td>
<td>days/person</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Refreshments</td>
<td>persons</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Banner</td>
<td>number</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Venue rental</td>
<td>days</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Stationery</td>
<td>persons</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Others as appropriate</td>
<td></td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td><strong>Subtotal - Activity #2</strong></td>
<td>districts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Activity #3 (Example: Data collection from health facilities)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation for NGO</td>
<td>days/person</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Transportation for MOHFW (or Vehicle rental)</td>
<td>persons</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Communication costs</td>
<td>number</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>Survey materials (i.e. printing - clarify)</td>
<td>number</td>
<td></td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>
### Survey materials (i.e. pens - clarify)

<table>
<thead>
<tr>
<th>Number</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarify what survey material is budgeted; unit cost, # of items and link to supporting document</td>
<td></td>
</tr>
</tbody>
</table>

### Others (as appropriate)

<table>
<thead>
<tr>
<th>Number</th>
<th>$0</th>
</tr>
</thead>
</table>

### Subtotal - Activity 3

| $0 |

### Activity #4 (Example: 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

- persons: |
- $0: 
  - # of travel days, location of travel to and from, travel days, mode of transportation, supporting document on travel rate.

#### Transportation for NGO supervision (i.e. vehicle rental)

- $0: 
  - # of travel days, location of travel to and from, travel days, mode of transportation, supporting document on travel rate.

### Others (as appropriate)

<table>
<thead>
<tr>
<th>Number</th>
<th>$0</th>
</tr>
</thead>
</table>

### Subtotal - Activity #4

| $0 |

### Activity #5 (Example: Milestone and Final Report Dissemination)

#### Printing

- times: |
- $0: 
  - details on printing pages, rate supporting document

#### Meeting refreshments at MOHFW

- $0: 
  - # of people, who is attending, link to supporting document

### Subtotal – Activity #5

| $0 |

### Activity #6 - 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 for coordination

- 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

#### Office operating costs (pro-rated, please list additional rows)

- months: |
- $0: 
  - If additional costs are needed for office operations, please include supporting documentation to justify cost and necessity

### Subtotal – Activity #6

| $0 |

### Total cost - Implementation of DIP

<table>
<thead>
<tr>
<th>$</th>
</tr>
</thead>
</table>