



HEALTH REFORM SUPPORT

" OUTREACH CAMPAIGN ON THE INFRASTRUCTURAL STAGE OF HEALTH REFORM "
RFA # 46

March 2023

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I SUMMARY

I.1. USAID Health Reform Support

The purpose of USAID's Health Reform Support Project (HRS Project) is to support a transparent, accountable, and effective health care system that is capable of meeting the health needs of the Ukrainian people. Advancing health sector reforms, enhancing transparency, and tackling corruption will reduce out-of-pocket payments and improve access and availability of high quality, evidence-based health care services for Ukrainians. Elimination of corruption is a cross-cutting theme across all objectives to be achieved by this activity, which include:

1. Improve health sector governance.
2. Support the transformation of the healthcare financing model.
3. Strengthen the health workforce.
4. Enhance transparency, accountability and responsiveness of the health care system.
5. Improve service delivery system at all levels.

I.2. Request for Applications (RFA) Summary

Scope of Work: This solicitation requests applications from eligible USAID Health Reform Support partners to support Objective 1: Support strengthening health sector governance under war conditions by improving infrastructure health reform communication to regional and national stakeholders, medical community, and patients.

This grant will create an ongoing stream of positive stories of health transformation in national, regional mass media and with the general public to support the positive impact on healthcare changes.

Period of Performance: The period of performance for the grants is approximately six (6) months, from April 1, 2023 to September 30, 2023. The application work plan and budget should reflect the period of performance.

Proposal Selection: All applications will be reviewed to check for eligibility and completeness of the submission. All eligible and complete applications will be reviewed by a Technical Evaluation Committee against the review criteria described in Section 6 Selection.

The minimum score to be considered for grant funding is 70 points out of the total 100 points. Applicants not selected for award will be notified by the project in writing.

Funding Range: Subject to the availability of funds, USAID Health Reform Support intends to award **one (1) grant up to 7 000 000 UAH**. Funding for this grant will be subject to donor approval and availability of funds. Funding will be disbursed to the grantees in Ukrainian local currency (UAH).

Submission Deadlines: All applications must be submitted no later than 23:59 Ukraine local time (UTC + 02:00) **on March 31, 2023**. Questions should be received by close of business (COB) Ukraine local time on **March 15, 2023**, and responses to questions will be provided by COB **March 16, 2023**.

An informational webinar will be held on **February 14, 2023, at 16:30 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua by **11:00 Ukraine local time, March 14, 2023**.

The RFA has three Attachments that are relevant to the application development:

Attachment 1: Grant Application Form and Guidelines with attachments

Attachment 2: Budget Template

Attachment 3: Grant Applicants Handbook (including Grant Award template)

2. INSTRUCTIONS FOR APPLICANTS

2.1. General

- Entities invited to submit an application are under no obligation to do so.
- Applicants will not be reimbursed by USAID Health Reform Support Project for any costs incurred in connection with the preparation and submission of their applications.
- Applicants may submit only one application under RFA# 46.
- For the purposes of interpretation of these instructions to applicants, the periods named herein shall be consecutive calendar days.
- USAID Health Reform Support Project reserves the right to conduct discussions once a successful application is identified, or to make an award without conducting discussions based solely on the written applications if it decides it is in its best interest to do so.
- USAID Health Reform Support Project reserves the right not to make any award.
- These instructions to applicants will not form part of the offer or grant award. They are intended solely to aid applicants in the preparation of their applications.

2.2. RFA Contact Information

USAID Health Reform Support Project Office

Attention: Olena Korduban

Email: grant@hrs.net.ua

Address: 52A, B. Khmelnytskogo Str., 5th floor, 01030 Kyiv, Ukraine

2.3. Questions and Clarifications

- **Method:** Only written questions and requests for clarification will receive a response. Send questions about this RFA by email to the RFA Contact noted above.
- **Date for receipt:** All questions and requests for clarification must be received by close of business (COB) on March 15, 2023 to the email address noted above. Only questions received by this date will receive a response.
- **Responses:** By COB March 16, 2023, we anticipate providing responses to the requests for clarifications. All responses will be emailed to all applicants and published via Deloitte Grants Portal (<https://dgrants.fluxx.io>).
- An informational webinar will be held on **March 14, 2023, at 16:30 local time** to clarify grant procedures and grant objectives. Registration can be requested via e-mail at grant@hrs.net.ua by **11:00 Ukraine local time, March 14, 2023.**

2.4. Applications Due Date and Time

Closing Date: March 31, 2023

Closing Time: 23:59 Ukraine local time (UTC + 02:00)

2.5. Application Delivery Address

The proposal package should be submitted through the Deloitte Grants Portal (<https://dgrants.fluxx.io>).

First time applicants will be required to register for an account and, upon approval, will receive an email notification with the necessary log-in credentials to access the portal.

The portal details submission instructions for completing a web-based application form and contains all required document and budget attachments to be included with the application.

All electronic file names should include the organization's name and the title of the document. Applicants should retain copies for their records, as all applications and attachments received will not be returned.

2.6. Type of Award

The USAID Health Reform Support anticipates the award of up to one (1) Fixed Amount Awards in response to RFA# 46 with the ceiling amount of **up to 7 000 000 UAH**.

2.7. Submission Requirements

- **Language:** The application and all associated correspondence must be in English. However, applications submitted in Ukrainian will also be considered and reviewed. Any award document resulting from this request will be in English.
- **Currency:** The cost must be presented in UAH.
- **Method:** Electronic copy.
- **Marking:** USAID Health Reform Support Project, RFA # 46.
- **Authorized Signer:** Application must be signed by a person duly authorized to submit an application on behalf of the applicant and to bind the applicant to the application.
- **Authorized Personnel.** Provide name, title, email, and telephone number of the person or persons in the entity who are authorized to discuss and accept a grant, if awarded.

2.8. Eligibility

To be eligible to apply an Applicant:

- Should be Non-U.S. non-governmental organizations, for profit or nonprofit, registered in Ukraine (e.g. NGOs, Professional Associations, Research/ Educational Institutions, Commercial Organizations);
- Shouldn't not appear on the "List of Parties Excluded from Federal Procurement and Non-Procurement Programs";
- Shouldn't be individual, political party, any governmental entity(organization) or official whether at national or municipal level;
- Shouldn't be affiliated with HRS or any of its directors, officers or employees;
- Organizations whose objectives are not consistent with the broad objectives of the HRS Project are also ineligible;
- In accordance with 2 CFR 25, recipients of grant awards, foreign or domestic, of \$25,000 or more are required to obtain a Unique Entity Identifier Number and register themselves through the SAM.gov website.

Additional eligibility criteria

- The organization must have demonstrated experience in technical areas relevant to the scope of work or grant focus.
- The organization must be registered in Ukraine.
- The organization must currently be implementing activities in the geographic area or technical area for which it is applying.

- The organization has the minimum absorptive capacity and demonstrates the potential to acquire the sufficient capacity to manage programs sustainably.
- The organization has a functional financial system.

2.9. Application Conditions Precedent

All applications must be submitted in the specified format (see Section 4 Technical Application Contents). Any application submitted in any other format will not be considered. The applicant must also include all other supporting documentation (board resolution, articles of incorporation, etc.) as may be necessary to clearly demonstrate that it meets the following conditions precedent to application selection:

- That the applicant organization is an eligible organization legally established under Ukrainian law at least three (3) years;
- That the applicant organization has the managerial commitment, as evidenced by written board of directors, resolutions, strategic plans (overall long-range plan for applicant's organization) or other documentation, indicating that it is, or will be, implementing the objectives referred above;
- That the applicant organization has no advances from USAID or a USAID contractor which have been outstanding and unliquidated for longer than 90 days, and that the applicant organization has no grant completion report required under a grant from USAID or a USAID contractor which is more than 30 days past due;
- That at the time of application there exists no condition within the applicant organization or with respect to the applicant organization's management which renders the organization ineligible for a grant directly or indirectly funded by USAID.

2.10. Late Applications

Applicants are wholly responsible for ensuring that their applications are received in accordance with the instructions stated herein. A late application will not be eligible for consideration and will be rejected without selection, even if it was late as a result of circumstances beyond the applicant's control. A late application will be considered only if the sole cause of its becoming late was attributable to USAID Health Reform Support, Deloitte, its employees or agents.

2.11. Modification/Withdrawal of Applications

Any applicant has the right to withdraw, modify or correct its offer after such time as it has been delivered to USAID Health Reform Support provided that the request is made before the offer closing date.

2.12. Disposition of Applications

Applications submitted in response to this RFA will not be returned.

3. STATEMENT OF WORK

3.1. Background of Grant

The next stage of the reform – infrastructure reform that was launched by the Government of Ukraine (GOU) in July 2022, which is namely, the formation of a capable network of health care providers. The infrastructural reform aims to build a powerful network of capable health care providers throughout Ukraine, which would be able to provide patients from a large city to a small village with effective and free medical care.

However, during the first months of the implementation of this stage of the reform, government agencies responsible for health care found out that neither the local or regional authorities, nor the hromadas, nor the medical workers, and therefore the patients, did not fully understand the main purpose of such changes.

HRS anticipates that a multi-Ukrainian outreach campaign should be implemented to reach an evident success at this stage of reform and increase the awareness of public, authorities at the regional and local levels, and patients that there are over 400 health care providers in Ukraine able to provide effective qualitative free medical care.

Outreach campaign run by media agency that wide experience of working with multi-Ukrainian media cross the country and conducting multi-formats awareness and informational events will help to create a positive image of upcoming next stage of the health reforms within the public and increase the trust in Ukrainian health care system that is accessible in all region of Ukraine, from small village to big city, that is effective, free, that secures treatment, recovery and saves lives.

3.2. Grant Objective

This grant will contribute to the achievement of USAID Health Reform Support Project Objectives to improve infrastructure health reform communication to regional and national stakeholders, medical community, and patients.

This grant will create an ongoing stream of positive stories of health transformation in national, regional mass media and with the general public to support the positive impact on healthcare changes.

Specific Statement of Work

Under this Scope of Work (grant), the Grantee shall perform, but will not be limited to, the tasks specified under the following categories and receive the outlined deliverables.

With this grant, the Potential grantee shall organize and implement 18 business trips to 18 regions of Ukraine (all regions except Mykolaiv, Kherson, Donetsk, Luhansk, Zaporizhzhya regions and AR Crimea) and organize and conduct 3 awareness events in the capital Kyiv and also secure the production of 70 video stories and 1,400 photos (20 photo pack per one HCF) on the most effective health care providers of the capable network. Time of duration of each business trip – 2 days. Each business trip to a certain region will require the accommodation with breakfast (1-2 nights stay in the hotel) and transportation, car transfer cross the city during 2 days of events – depends on request) for 8 people. Each business trip to a certain region will include organization and conduction of one press conference in partnership with local state administration, two off-line round tables – up to 50 participants each with on-line participants and moderation. In the capital Kyiv is required to organize one press conference and two off-line events – up to 50 participants each with on-line participation.

Under this Grant, the specific tasks for the grantee will include:

A. Task 1 – Organizing the logistic for two-days business trips for 8 experts from Kyiv to 18 capitals of the regions:

- a) transfer from Kyiv to the capital of the region and back
- b) car transfer cross the city for two days
- c) accommodation for 8 persons (separate rooms) for two days with breakfasts

B. Task 2 – Organizing and conducting 19 press conferences in 18 regions of Ukraine + the capital of Kyiv in order to present the capable network of hospitals in each region

- a) Develop and distribute a full informational package to support each press event – press announcement before press events and press release, printing and sharing of press kits, social media posts, video and photo releases for media upon press events;
- b) Secure the inviting and presence of the media at each press event – minimum 10 Media representatives;
- c) Secure the placement of press releases, video and photo releases within national and regional media upon media events;
- d) Secure the follow up interviews in Media upon the event.
- e) Media monitoring
- f) Event reporting

B. Task 3 – Production of video and photo materials about most successful hospitals of capable network in 18 regions of Ukraine and the capital Kyiv in support of press conferences:

- a) Conducting negotiations with health care providers about date and details for each shooting
- b) Developing 70 photo stories about on each health care providers of capable network; each photo story should contain 20 high resolution photos, in total 1,400 photos;
- c) Developing 70 video stories in format of video-release for TV about on each health care provider of capable network;
- d) Developing 70 video clips up to 1 min duration with subtitles for the entire clip + synchronization + screensaver with logos and titles at the beginning and end of the video. The ready-made videos must be made for use in 3 formats - Youtube, social networks (Facebook) and on television.

C. Task 3 – Organizing and conducting 38 round tables for medical community, regional authorities, hromadas, NGOs in 18 regions of Ukraine and in the capital Kyiv in order to explain how will function, what challenges face and how solutions to overcome these challenges find health care providers of capable network within a new stage of reform – infrastructure reform.

- a) Secure the organizational and technical support of the events: facility for event conduction, speaker's microphones, plates, laptops for presentation materials broadcasting, big demonstration screens for presentation materials broadcasting, folders with materials for participants (agendas, passports of capable network for each region) of the events and online zoom broadcasting.
- b) Securing invitation and presence of participants at the events
- c) Securing photo of the event
- d) Event reporting

10 regional authorities and 500 HCFs should be engaged in the outreach campaign to increase awareness on the Health Reform Infrastructural Stage to successfully implement it at their levels.

Grant Activities

The Grantee is expected to carry out the following activities:

- 1. Grant work plan and timeline and Approval of implementation plans for events**
 - 1.1. Develop and finalize grant work plan/implementation plan of the activities with timelines.
 - 1.2. Events planning and design
- 2. Implementation Plan Stage 1**
 - 2.1 Press Conferences
 - 2.2 Round tables for healthcare stakeholders.
 - 2.3 Photo materials – development and distribution
 - 2.4 Video materials – development and distribution
- 3. Implementation Plan Stage 2**
 - 3.1. Press Conferences
 - 3.2 Round tables for healthcare stakeholders.
 - 3.3 Photo materials – development and distribution
 - 3.4 Video materials – development and distribution
- 4. Implementation Plan Stage 3**
 - 4.1. Press Conferences
 - 4.2 Round tables for healthcare stakeholders.
 - 4.3 Photo materials – development and distribution
 - 4.4 Video materials – development and distribution
- 5. Implementation Plan stage 4**
 - 5.1 Video ready-made clips
- 6. Preparing the Outreach Campaign on the Infrastructural Stage of Health Reform Report outlining its major achievements**
 - 6.1. Report on the Outreach Campaign

3.3. General Milestones and associated timelines

Below is the table format to describe milestones for planning and implementation of the Grant:

Milestone Number and Name	Grant Activity	Milestone Verification	Expected Completion Date
1. Grant work plan and timeline and Approval of implementation plans for events	1.1. Develop and finalize grant work plan/implementation plan of the activities with timelines. 1.2. Events planning and design	1.1. HRS reviews and approves the grant work plan/implementation plan of the activities with timelines and resources 1.2. HRS reviews and approves design and implementation plan for press conferences, round tables etc.	1 week

<p>2. Implementation Stage I</p>	<p>2.1 Press Conferences</p> <p>2.2 Round tables for healthcare stakeholders.</p> <p>2.3 Photo materials – development and distribution</p> <p>2.4 Video materials – development and distribution</p>	<p>2.1 HRS receives from grantee full support on press conferences cycle – preparation and implementation: invitation and accreditation of media, preparing and disseminating press announcement, press release, post release –post for social media upon press conference and media monitoring publications after each press conference and reporting after each event being conducted.</p> <p>2.2. HRS receives from grantee full support on round tables cycle – preparation and implementation that includes rent/provision of a venue, invitation of speakers, preparing and disseminating announcement, short articles and social media posts upon each event and media monitoring publications after the event and reporting after each event</p> <p>2.3. HRS receives from grantee photo stories about most effective health care providers of capable network, each material would contain 20 high resolution photos including general plans of the facility, corridors, photos of general manager of the facility in action and in working place, communication, the process of interaction between the doctor and the patients.</p> <p>2.4. HRS receives from grantee video stories about most effective health care providers of capable network, each video story contains general plans of the facility, corridors, photos of general manager of the facility in action and in working place, dynamics, communication; raw cut + - script, which is distributed as a video press release in the mass media</p>	<p>TBD</p>
<p>3. Implementation Stage 2</p>	<p>3.1 Press conferences</p> <p>3.2 Round tables for healthcare stakeholders.</p> <p>3.3 Photo materials – development and distribution</p> <p>3.4 Video materials – development and distribution</p>	<p>3.1 HRS receives from grantee full support on press conferences cycle – preparation and implementation: invitation and accreditation of media, preparing and disseminating press announcement, press release, post release –post for social media upon press conference and media monitoring publications after each press conference and reporting after each event being conducted.</p> <p>3.2. HRS receives from grantee full support on round tables cycle – preparation and implementation that includes rent/provision of a venue, invitation of speakers, preparing and disseminating announcement, short articles and social media posts upon each event and media monitoring publications after the event and reporting after each event</p> <p>3.3. HRS receives from grantee photo stories about most effective health care providers of capable network, each material would contain 20 high resolution photos including general plans of the facility, corridors, photos of general manager of the</p>	<p>TBD</p>

		<p>facility in action and in working place, communication, the process of interaction between the doctor and the patients.</p> <p>3.4. HRS receives from grantee video stories about most effective health care providers of capable network, each video story contains general plans of the facility, corridors, photos of general manager of the facility in action and in working place, dynamics, communication; raw cut + - script, which is distributed as a video press release in the mass media</p>	
4. Implementation Stage 3	<p>4.1 Press conferences</p> <p>4.2 Round tables for healthcare stakeholders.</p> <p>4.3 Photo materials – development and distribution</p> <p>4.4 Video materials – development and distribution</p>	<p>4.1 HRS receives from grantee full support on press conferences cycle – preparation and implementation: invitation and accreditation of media, preparing and disseminating press announcement, press release, post release –post for social media upon press conference and media monitoring publications after each press conference and reporting after each event being conducted.</p> <p>4.2. HRS receives from grantee full support on round tables cycle – preparation and implementation that includes rent/provision of a venue, invitation of speakers, preparing and disseminating announcement, short articles and social media posts upon each event and media monitoring publications after the event and reporting after each event</p> <p>4.3. HRS receives from grantee photo stories about most effective health care providers of capable network, each material would contain 20 high resolution photos including general plans of the facility, corridors, photos of general manager of the facility in action and in working place, communication, the process of interaction between the doctor and the patients.</p> <p>4.4. HRS receives from grantee video stories about most effective health care providers of capable network, each video story contains general plans of the facility, corridors, photos of general manager of the facility in action and in working place, dynamics, communication; raw cut + - script, which is distributed as a video press release in the mass media</p>	TBD
5. Implementation Stage 4	5.1 Video ready-made clips	<p>HRS receives from grantee 70 Ready-made video clip up to 1 min with subtitles for the entire clip + synchronization + screensaver with logo and titles at the beginning and end of the video.</p> <p>The video must be made for use in 3 formats - Youtube, social networks (Facebook) and on television.</p> <p>The video will include appropriate branding of the USAID HRS and partners - the Ministry of Health of Ukraine and the National Health Service of Ukraine.</p>	TBD

6. Preparing the Outreach Campaign on the Infrastructural Stage of Health Reform Report outlining its major achievements	6.1 Report on the Outreach Campaign	Upon completion the Outreach Campaign on the Infrastructural Stage of Health Reform Report, HRS receives report outlining its major achievements.	<i>September 30, 2023</i>
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3.4. Key Personnel

Key personnel must have relevant education and experience (reflected in CVs). Grantee must provide the workload information for all key personal. The key personnel shall not be changed throughout the project execution without agreeing it with HRS team.

3.5. Additional conditions

The day-to-day activities of the grant recipient will be monitored by the USAID HRS representatives. Written communication between the selected grantee and HRS is confidential.

4 TECHNICAL APPLICATION CONTENTS

All complete applications received by the deadline will be reviewed for responsiveness to the specifications outlined in the guidelines. USAID Health Reform Support may reject applications that are:

- Incomplete;
- Do not respond to the scope of work in the solicitation;
- Do not comply with the format requirements; or
- Are submitted after the deadline.

The application in response to this solicitation should be organized as follows:

A. Cover Page

Include all of the following information:

- Name, address, phone/fax number, and email of the organization
- Title of proposed project
- Name of contact person
- Duration of project
- Date submitted

B. Applicant Data (see Grant Application Form and Guidelines)

C. Technical Proposal (8 pages maximum)

Sections of the Attachment I Technical Proposal of the Grant Application Form and Guidelines should use the headings italicized below, in the following order:

- BACKGROUND/STATEMENT OF NEED *[maximum 1 page]*

- Provide an explanation what goals will be solved by this outreach campaign targeted to increase awareness of public in next stage of health reform – infrastructure reform and in particular what benefits it will bring to the main audience – to Ukrainian patients.

- PROJECT GOAL, OBJECTIVES, AND GEOGRAPHIC FOCUS *[maximum 1 page]*

- Indicate the performance targets and other results that will be reached over the life of the project. The organization must demonstrate its ability to effectively implement grant objectives (e.g. it is already working in that area or has strong relationships and can quickly expand to that area).
- Briefly describe the geographic focus of grant activity.

- EXPECTED RESULTS AND TECHNICAL STRATEGIES *[maximum 2 pages]*

- Describe the potential approaches in realization of each stage of the grant focusing on completing milestones on time to target the key audiences. The key goal of this outreach campaign is to reach 10 regional authorities and 500 health care facilities with awareness events and informational materials.
- Demonstrate the strategy of implementation of this outreach campaign is in line with the project goals.
- Demonstrate knowledge and experience in running regional outreach campaigns on health-related issues.
- The organization must demonstrate its ability to effectively implement grant objectives (e.g., it is already working in that area or has strong relationships and can quickly expand to that area).

- IMPLEMENTATION PLAN/ACTIVITIES *[maximum 2 pages]*

- Provide a detailed grant implementation plan (see the template in Annex A - PROJECT IMPLEMENTATION PLAN).

- Based on a developed implementation plan, please, provide the list of grant activity milestones using the table from Section 3.5. For Fixed Amount Awards, the budget is aligned to specific milestones and fund disbursement is made based on verification of milestone completion (see Section 5 for more details). Grant activities will be monitored and evaluated against these milestones.
- The working plan must deliver the milestones and ensure the requirements of its expected time of completion

- COORDINATION AND COLLABORATION *[maximum 1 page]*

- Describe how you will collaborate and coordinate grant activities with other stakeholders, including cooperation with regional authorities, regional press, national authorities and vendors involved in the process.

- MANAGEMENT PLAN *[maximum 1 page]*

- Indicate the number of staff you are planning to launch to the activity's implementation.
- Describe how you will coordinate and monitor the implementation plan.
- Describe how the project will be managed within the grant.
- Indicate whether you have experience in cooperation with international organizations and charitable foundations, with health care facilities.

- ORGANIZATIONAL CAPACITY and EXPERIENCE *[maximum 1 page]*

- Describe the team that will implement the grant, indicating their positions, roles and contact details as Annex B. Provide CVs for core/implementation team (as an ANNEX B – PROJECT IMPLEMENTATION TEAM).
- Indicate contacts who will liaise with the HRS Project.
- Provide additional information about the experience of your organization in the implementation of the socioeconomic studies.
- Provide information about the past performance of your organization as an ANNEX C - INFORMATION ON PREVIOUS ASSISTANCE AWARDS OR CONTRACTS

Annexes (number of pages not limited)

ANNEX A – GRANT ACTIVITY IMPLEMENTATION PLAN

ANNEX B – PROJECT IMPLEMENTATION TEAM (Org chart & CVs)

ANNEX C - INFORMATION ON PREVIOUS ASSISTANCE AWARDS OR CONTRACTS

5 BUDGET CONTENTS

5.1. BUDGET AND PAYMENT TERMS

The approximate budget for each grantee amounts shall not exceed 7 000 000 UAH. The budget should be produced by milestones. The budget items and associated payment terms and dates according to the proposed milestones list will be finally defined based on the applicant's proposal and fixed in the grant award document.

5.2. COST SHARE

Cost sharing is not a requirement for grants issued in response to RFA #46.

Sub-awards will not be allowed under the Grants Program.

5.3. BUDGET CONTENT

The Applicant must:

- Include a detailed and realistic budget using the Excel template provided (see Attachment 2: Budget and Budget Notes). The budgets must be prepared in local currency (UAH) and should be based on activities described in the Attachment 1: Technical Proposal. Budget should not include costs that cannot be directly attributed to the activities proposed.
- Include detailed budget notes/clarification of calculation for each budget line item by milestones following the format of the template provided (see Attachment 2: Budget and Budget Notes). Supporting documentation to support cost data will be required prior to award of grants. However, these documents will not be required at the time of application submission.
- **Grant award funds can't be used for:**
 - Construction works
 - Major/small repairs
 - Other items not related to the grant implementation

All applicants must have the financial and administrative systems to adequately account for the grant funds as detailed in the extensive attachments and referenced U.S. Government websites.

5.4. TAXES

No taxes, fees, charges, tariffs, duties or levies will be paid under any Grants awarded from this RFA.

6 SELECTION

USAID Health Reform Support intends to award grants resulting from this solicitation to the responsible Grantees whose application conforms to the solicitation and represents best value solutions after selection in accordance with the criteria/factors listed here.

The review criteria below are presented by major category so that Applicants will know which areas require emphasis in the preparation of Applications.

Application Selection Criteria	Points
1.Statement of Need	5
2.Project Goal, Objectives, and Geographic Focus	15
3.Expected Results and Technical Strategies	15
4.Project Activities	15
5.Coordination and Collaboration	5
6.Management Plan	5
7.Organizational Capacity and Experience	25
8. Budget, Budget Notes and Cost Reasonableness	15
Total points	100

Technical Proposal

USAID Health Reform Support Project will evaluate each technical approach quantitatively based upon the review criteria set forth above. A technical proposal can be categorized as unacceptable when it is incomplete, does not respond to the scope, does not comply with the format requirements or is submitted after the deadline.

Budget

The proposed budget will be analyzed as part of the application selection process. Applicants should note that Budgets must be sufficiently detailed to demonstrate reasonableness and completeness, and that applications including budget information determined to be unreasonable, incomplete, or based on a methodology that is not adequately supported may be judged unacceptable.

- 1) Reasonableness.** USAID Health Reform Support Project will make a determination of reasonableness based on USAID HRS's experience for similar items or services, what is available in the marketplace, and/or other competitive offers.
- 2) Completeness.** A detailed line item budget, budget notes, assumptions, and schedules that clearly explain how the estimated amounts were derived must adequately support the applicant's budget. USAID Health Reform Support may request additional supporting information to the extent necessary to determine whether the costs are fair and reasonable.

7 REFERENCES, TERMS & CONDITIONS

7.1. References (choose from the list below as applicable)

- The U.S. Government regulations that govern this grant as found at the following websites:
<http://www.usaid.gov/sites/default/files/documents/1868/303.pdf>
<https://www.acquisition.gov/far/html/FARTOCP31.html>
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
- Required provisions for Simplified and Standard Grants to Non-U.S. Non-Governmental Organizations: <http://www.usaid.gov/ads/policy/300/303mab>.
- Required Standard Provisions for U.S. Non-governmental organizations: <http://www.usaid.gov/ads/policy/300/303maa>
- Required Provisions for a Fixed Amount Awards to Non-Governmental Organizations:
(1) Mandatory Provisions from: <https://www.usaid.gov/ads/policy/300/303mat>.
(2) Include ONLY the applicable "Required, As Applicable" provisions from: <https://www.usaid.gov/ads/policy/300/303mat>.

7.2. Terms and Conditions

- Issuing this RFA is not a guarantee that a grant will be awarded.
- Deloitte reserves the right to issue a grant based on the initial selection of offers without discussion.
- Deloitte may choose to award a grant for part of the activities in the RFA.
- Deloitte may choose to award a grant to more than one recipient for specific parts of the activities in the RFA.
- Deloitte may request from short-listed grant applicants a second or third round of either oral presentations or written responses to a more specific and detailed scope of work that is based on a general scope of work in the original RFA.
- Deloitte has the right to rescind an RFA, or rescind an award prior to the signing of a grant award/contract due to any unforeseen changes in the direction of Deloitte's client (the U.S. Government), be it funding or programmatic.
- Deloitte reserves the right to waive any deviations by organizations from the requirements of this solicitation that in Deloitte's opinion are considered not to be material defects requiring rejection or disqualification, or where such a waiver will promote increased competition.

Grant Agreement

A grant agreement will include the approved project description, approved budget, payment terms, reporting requirements and relevant provisions. Once executed, it is a legally binding agreement between Deloitte (on behalf of the USAID Health Reform Support) and the recipient organization. Once the grant agreement is signed, it cannot be modified without prior written approval from Deloitte (on behalf of the USAID Health Reform Support).

Grant Disbursement and Financial Management

The grants will be disbursed in local currency and transferred only through bank transactions.

Reporting

The grant agreement will detail the reporting requirements. Recipients must be willing to adhere to the reporting schedule and requirements for both programming activities and financial monitoring.

Monitoring

USAID Health Reform Support staff will monitor programmatic performance. Deloitte and USAID reserve the right to review finances, expenditures and any relevant documents at any time during the project period

and for three years after the completion of the project and closeout. All original receipts must be kept for three years after the formal closeout has been completed.

Late Submissions, Modifications and Withdrawals of Applications

At the discretion of Deloitte, any application received after the exact date and time specified for the receipt may not be considered unless it is received before award is made and it was determined by Deloitte that the late receipt was due solely to mishandling by Deloitte after receipt at its offices.

Applications may be withdrawn by written notice via email received at any time before award. Applications may be withdrawn in person by a vendor or his authorized representative, if the representative's identity is made known and the representative signs a receipt for the application before award.

False Statements in Offer

Vendors must provide full, accurate and complete information as required by this solicitation and its attachments.

Certification of Independent Price Determination

(a) The offeror certifies that--

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or grant award/contract (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory--

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that --

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) discovery of any violation after award to the offeror will result in the termination of the award for default.

Standard Provisions

Deloitte is required to respect the provisions of the United States Foreign Assistance Act and other United States laws and regulations. The HRS Project Grant Program will be administered according to Deloitte's policies and procedures as well as USAID's regulations for Non-U.S. Governmental Recipients or USAID's regulations for U.S. Non-Governmental Recipients. These include:

1. Implementing Partner Notices (IPN) registration

Applicant acknowledges the requirement to register with the IPN portal if awarded a grant resulting from this solicitation and receive universal bilateral amendments to this award and general notices via the IPN portal. The IPN Portal is located at <https://sites.google.com/site/usaidipnforassistance/>. Detailed steps are given under the article M9 of the Mandatory Standard Provisions for Fixed Amount Awards to Non-Governmental Organizations from ADS 303mat, which is annexed to this RFA.

2. Indirect rates

Indirect rates such as fringe, overhead, and general and administrative (G&A) that have not been approved by a U.S. Government agency in a NICRA (Negotiated Indirect Cost Rate Agreement) may not be charged to this award. All costs charged to the project shall be directly related to the project's implementation.

3. Activities that will not be considered for funding

In keeping with the conditions above, programs that fall within the following categories or indicate they might participate in any one of the following shall be automatically disqualified:

- Activities related to the promotion of specific political parties.
- Construction.
- Distribution of emergency/humanitarian assistance or funds.
- Religious events or activities that promote a particular faith.
- For-profit business activities that benefit a small select group, rather than providing increased opportunities to the larger community.
- Unrelated operational expenses.

4. Prohibited Goods and Services

Under no circumstances shall the Recipient procure any of the following under this award, as these items are excluded by the Foreign Assistance Act and other legislation which govern USAID funding. Programs which are found to transact in any of these shall be disqualified:

- Military equipment;
- Surveillance equipment;
- Commodities and services for support of police or other law enforcement activities;
- Abortion equipment and services;
- Luxury goods and gambling equipment; and
- Weather modification equipment.

5. Restricted Goods

The following costs are restricted by USAID and require prior approval from Deloitte and USAID:

- Agricultural commodities;
- Motor vehicles;
- Pharmaceuticals;
- Pesticides;
- Fertilizer;
- Used equipment; and
- U.S. Government-owned excess property.

6. Certifications for Non-US Non-Governmental Recipients

The following Standard Grant & Subcontractor Certifications are required by Deloitte and USAI

- Assurance of Compliance with Laws and Regulations Governing nondiscrimination in Federally Assisted Programs (This assurance applies to Non-U.S. Governmental Organizations, if any part of the program will be undertaken in the U.S.);
- Certification Regarding Lobbying (22 CFR 227);
- Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206, Prohibition of Assistance to Drug Traffickers);
- Certification Regarding Terrorist Financing;
- Certification of Recipient;
- Compliance with Anticorruption Laws.
- A completed copy of Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction; and
- Certification Regarding Trafficking in Persons