



USAID | BURUNDI

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Subject:	Amendment No.2 to USAID/Burundi Notice of Funding Opportunity (NOFO) Number: 72069519RFA00001
Activity Name	GIR'ITEKA (Be Respected) Health Activity
Amendment Number	02
Issuance Date	November 15, 2019
Issued by	Peggy L. Manthe, Agreement Officer

A. Background and Purpose of this Amendment

As indicated in section D.1.1 Questions and Answers concerning this NOFO will be furnished to all prospective Applicants (without attribution to the organization) as an amendment to this NOFO, which USAID will post on www.grants.gov and the U.S. Embassy Bujumbura website.

The purpose of this Amendment is to: (1) amend certain sections of the NOFO and (2) provide responses to all questions received from potential applicants regarding this NOFO.

B. Revisions to Notice of Funding Opportunity (NOFO)

1. Section A.12 Key Personnel, Chief of Party (COP), delete bullets 5, 6 and 7 and replace with the following:
 - “Demonstrated ability to engage government and to represent GBV prevention and response priorities and issues, **desired**
 - Experience with GBV prevention and response programs, systems strengthening, capacity building, service delivery, quality improvement or policy development, **desired**
 - Knowledge of GBV, gender, key populations, and HIV issues **desired**”
2. Section A.12 Key Personnel, delete the position title of “Senior Technical GBV Program Director/ Deputy Chief of Party” and replace with “Senior GBV Technical Director/Deputy Chief of Party”
3. Section A.12 Key Personnel, delete the position title “Strategic Information and Knowledge Technical Advisor” and replace with “Senior Monitoring, Evaluation, and Learning Advisor”
4. Section A.12 Key Personnel, delete Qualifications of “Strategic Information and Knowledge Technical Advisor” and replace with Qualifications of “Senior Monitoring, Evaluation, and Learning Advisor”
5. Section A.12 Key Personnel, delete position title “Family Planning Technical Advisor” and replace with “Family Planning Advisor”

6. Section A.12 Key Personnel, delete Qualifications of “Senior Technical GBV Program Manager/Deputy Chief of Party” and replace with Qualifications of “Family Planning Advisor”
7. Section F.4 Quarterly Financial Reporting ii. Monitoring, Evaluation and Learning Plan, delete and replace bullet 6 and 8 as follows:
 - “GBV outcome indicators will be tracked
 - Enrolment tools and case management tools will be developed and used, especially for GBV”

C. Questions and Answers

Q1 What is the frequency with which USAID is prepared to reimburse the successful applicant for achievement of milestones and what is the expected timeline and turnaround for payment once a milestone has been achieved?

A.1 The individual milestones payments do not necessarily have to reflect costs incurred for that milestone and as such the successful applicant may not necessarily be reimbursed for actual costs. USAID will collaborate with the apparently successful applicant to co-create the milestones and payment frequency prior to award. The allocation of payments based on milestones may be structured to provide the recipient with sufficient financial liquidity that facilitate an initial mobilization of the Activity and provide sufficient liquidity to achieve the next milestone. The partner is only paid if it meets targets/milestone and is then paid the set amount for achieving the milestone. Note, that milestones may be amended during the period of the award, if the original milestones are no longer feasible or appropriate due to circumstances beyond the control of the recipient.

Payment will be made to the Recipient upon acceptance of the milestone by the Agreement Officer’s Representative (AOR) and thereafter the submission of a properly prepared voucher using the SF-1034 to USAID’s Office of Financial Management. The payment office will process the invoice within 30 days.

Q.2 Could USAID please clarify how local organizations are expected to manage cash flow in a fixed amount award where payments are based on achievement of milestones? Would USAID consider providing the successful applicant with advance funding at the onset of the project, e.g., upon signing of the award?

A.2 USAID is well aware of local organizations’ cash flow issues and intends to work collaboratively with the apparently successful applicant to co-create milestones that will be developed in a way that (1) helps achieve the overall activity objective(s), and (2) provides the recipient with enough cash flow

Q.3 Can USAID please confirm that the Monitoring, Evaluation, Learning (MEL) Plan and Implementation Plan are not required with the application?

A.3 The MEL Plan and the Annual Implementation plan are not required with the application. The MEL Plan is submitted within 60 days of award covering the life of the Activity (see Section F.4 ii. of the NOFO).

Q.4 Can USAID please confirm that past performance references are not required with the application?

A.4 Past performance information is not required to be submitted with the application. Per Section D.3.9 of the NOFO, the history of performance is only to be submitted if requested by the Agreement Officer

Q.5 Can USAID please confirm that all commodities needed for PEPFAR-sponsored patient care (rape kits, PrEP, PEP, ARTs, tests, etc.) are already accounted for in existing projects and will not need to be purchased as part of this project?

A.5 GIR'ITEKA is a technical assistance award. No commodities are expected to be procured as part of this award.

Q.6 Can USAID please provide the data regarding current GBV, HIV case-identification as well as the progress made in capacity building to date in the regions listed in the solicitation, in order for the applicant to develop a milestone-based project plan?

A.6 USAID is not able to provide additional data.

Q.7 In our experience, in order to run HIV clinics, it is necessary to work with the Ministry of Health and other government ministries and obtain approval for activities. How does USAID foresee the Recipient interacting with the Burundian government in implementing this scope of work? Can USAID please elaborate on how the Recipient may work with the government without providing direct or indirect support to the government?

A.7 USAID is in the process of reviewing how TIP restrictions will impact programming. USAID is working in close collaboration with the Department of State and hope to have greater clarity on what, if any, current TIP restrictions will have on this activity.

Q.8 Can USAID please confirm that the qualifications for the Chief of Party are correct? The qualifications contain reference to OVC and appear to be the qualifications that were listed for the Chief of Party of the WIYZIRE NOFO.

A.8 Thank you for identifying this error. There are three bullet points that are incorrect - bullets 5, 6, and 7. The correct bullets are as follows:

- *Demonstrated ability to engage government and to represent GBV prevention and response priorities and issues, **desired***
- *Experience with GBV prevention and response programs, systems strengthening, capacity building, service delivery, quality improvement or policy development, **desired***
- *Knowledge of GBV, gender, key populations, and HIV issues **desired***

Q.9 Can USAID please confirm the title of the 2nd key personnel position. On page 18, the title is, "Senior GBV Technical Director/Deputy Chief of Party" whereas on page 19 the title is "Senior Technical GBV Program Director/Deputy Chief of Party"

A.9 The correct title is "Senior GBV Technical Director/Deputy Chief of Party".

Q.10 Can USAID please confirm the title of the 4th key personnel position? On page 18, the title is "Senior Monitoring, Evaluation, and Learning Advisor" whereas on page 21 the title is "Strategic Information and Knowledge Technical Advisor."

A.10 The correct title is "Senior Monitoring, Evaluation, and Learning Advisor".

Q.11 Can USAID please confirm the title of the 5th key personnel position? On page 18, the title is "Family Planning Advisor" whereas on page 21 the title is "Family Planning Technical Advisor."

A.11 The correct title is “Family Planning Advisor”

Q.12 Can USAID please confirm the required/desired qualifications of the 5th key personnel position (FP Technical Advisor)? On page 21 under “Family Planning Technical Advisor” qualifications are listed; however, it states that the qualifications are for the Senior Technical GBV Program Manager.

A.12 The heading is incorrect and should read “Qualifications of the Family Planning Advisor:” The qualifications listed are correct for the Family Planning Advisor position.

Q.13 May references for the key personnel be on a separate (fourth) page that is not included in the 3 page limit per CV?

A.13 No. In accordance with Section D.2, 7 Annex 1 of the NOFO, Resumes for Key Personnel are not to exceed 3 pages for each key personnel position and includes references. It is the responsibility of the applicants to ensure their application is compliant with the terms and conditions of the NOFO.

Q.14 On page 27, the RFA notes that applicants must combine the various parts of the technical application into a single document. If, once combined, the various parts of the technical application exceed the 10MB limit, may applicants split the technical application into more than one component, each of which is submitted separately?

A.14 Yes, the technical application may be submitted in more than one email as an attachment and each email with attachment must not exceed the 10MB limit. Applicants must provide instructions on how to collate the multiple emails or label them 1 of X, 2 of X, 3 of X, etc.

Q.15 Can USAID please clarify the submission instructions for the technical application? On page 27, the RFA notes that applicants must combine the various parts of the technical application into a single document. On page 28, the RFA indicates that applicants must submit the technical application in Word and PDF. May applicants submit a Word version of the 20-page technical application and submit the annexes only in PDF?

A.15 The technical application must be submitted in a searchable and editable Word and PDF format. Also please see response to Q.14 above.

Q.16 Can USAID please clarify the distinction between the staffing plan that is part of the 20 pages of the technical application and Annex 3: Staffing Plan? May applicants omit the staffing plan from the 20-page technical application and include only as an Annex?

A.16 Applicants must provide a high-level summary of the staffing plan within the technical application. Additional detail can be provided as part of Annex 3.

Q.17 What is the weight of the respective evaluation criteria (Criteria 1, 2, and 3) beginning on page 39 of the NOFO?

A.17 In accordance with ADS 303.3.6.2 a., “It is not necessary to quantify the relative weight of the criteria, but the announcement must identify the relative importance of the criteria” Section E.2.1 of the NOFO states that the criteria are shown in descending order of importance...”

Q.18 May applicants submit additional annexes with the technical application beyond the five required annexes?

A.18 No additional annexes will be considered.

Q.19 Can USAID please clarify whether the limit on sub-awards and contracts of 25% of the total estimated amount (pg. 35) is the limit for each sub-award/contract or the total across all sub-awards/contracts?

A.19 The 25% limit on sub-awards and contracts refers to the total estimated amount of the award. For example, if the total budget for the Activity is \$1,000,000, the total for all proposed subawards and contracts cannot exceed \$250,000.

Q.20 Can USAID please confirm that milestones on each payment will be co-developed with USAID post-award and are not required as part of the application?

A.20 Milestones are not required as part of the application. The milestones will be co-created between USAID and the apparently successful applicant prior to award and will be included in the fixed amount award.

Q.21 Pg. 34 of the NOFO indicates that the detailed budget should include a breakdown by fiscal year or partial fiscal year. As the project dates may not align with the fiscal year and because the annual budget amounts have been provided by project year (not fiscal year), may applicants instead show a breakdown by project year?

A.21 Applicants must submit a detailed budget broken down by fiscal year (October to September) or partial fiscal year rather than calendar year to align with the reporting requirements.

Q.22 Can USAID please confirm that the documents listed on page two of the eligibility checklist (e.g., financial audits) are NOT to be included with the application and will only be requested at a later date from the apparently successful applicant?

A.22 Correct, the documents listed in the eligibility checklist will only be requested from the apparently successful applicant.

Q.23 On page 23 of the NOFO, it is indicated that the annual amount is 1 million USD. Would USAID consider a varied annual budget amount as long as the total budget does not exceed \$3 million USD?

A.23. The proposed budget should reflect the applicant's technical approach. USAID can consider a varied annual budget amount with justification not to exceed a total budget of USD \$3 million.

Q.24 Page 35: D.3.3.9 (Indirect Rate): The NOFO mentions 3 potential ways for an applicant to charge indirect costs: a) Direct Charge Only; b) De minimis rate of 10% of modified total direct costs (MTDC); c) No current NICRA, but applicant has an indirect rate other than the de minimis. However, the NOFO does not allow for the possibility of a subawardee that has a US Government approved NICRA.

A.24 Applicants and subawardees should budget their indirect costs using the rates approved in their most recent USG NICRA, if applicable.

Q.25 Can a subawardee charge indirect rates as per their approved NICRA?

A.25 Please see response to Q.24 above.

Q.26 Page 38 section D.3.10 discusses Required Certifications and Assurances and other statements of the Recipient. Can USAID confirm if the successful subrecipient will need to submit a Certifications and Assurances document along with the Prime?

A.26 Required Certifications, Assurances and other statements are only to be submitted by the apparently successful prime applicant and are not to be submitted for their subrecipients.

D. Applicability of Original NOFO

Except as specifically amended herein, all other terms and conditions of the subject NOFO, as previously amended, remain unchanged and in full force and effect.