

Moving Integrated, Quality Maternal, Newborn, and Child Health and Family Planning and Reproductive Health (MOMENTUM) Routine Immunization Transformation and Equity project
REQUEST FOR APPLICATION (RFA)

RFA No.: USAID-MRITE-HAITI-05

Issuance Date: November 8, 2023

Questions Due Date: November 15, 2023

Due Date: November 22, 2023

JSI Research and Training Institute, Inc. (JSI) is soliciting applications for USAID's Moving Integrated, Quality Maternal, Newborn, and Child Health and Family Planning and Reproductive Health (MOMENTUM) Routine Immunization Transformation and Equity project, to support COVID-19 vaccination in **Haiti** by accelerating widespread and equitable access to and delivery of safe and effective COVID-19 vaccinations by increasing demand for and uptake of COVID-19 vaccination among priority populations in **Northeast, Northwest and South Departments in Haiti**.

JSI seeks one locally-registered organization able to implement in the Northern Region and Southern Region or two locally-registered organizations, one in the Northern Region and one in the Southern Region, to assist with technical and programmatic social and behavior change (SBC) activities related to COVID-19 vaccine demand and acceptance in **Haiti**. Activities will build on existing efforts related to COVID-19 vaccination and will require close collaboration with Ministries of Health and other government actors, national and local institutes of public health, UN agencies and other relevant USAID investments. Under this solicitation, JSI anticipates awarding one or two Fixed Amount Awards over an approximate seven (7) month period.

Please read the RFA in its entirety. Confirm that your organization meets the Eligibility Requirements (Section II.C), and ensure that your application addresses all items listed in the Instructions to Applications (Section II) and in the Evaluation Criteria (Section III)

Applications in English must be submitted by November 22, 2023 at 5:00pm Eastern Standard Time (EST). Applications submitted after the closing date/time will not be considered. One (1) electronic copy of the application, and required attachments, should be sent to momentumri@jsi.com. JSI will review the applications on a rolling basis over the period for which the application window is open.

The RFA consists of this announcement and the following:

- Section I. Program Description
- Section II. Instructions to Applicants
- Section III. Evaluation Process and Criteria
- Section IV. Terms of Application
- Section V. Certifications
- Section VI. Mandatory and as Applicable Standard Provisions
- Section VII. RFA Appendices

Questions concerning this solicitation should be submitted by email to momentumri@jsi.com by November 15, 2023 at 5:00pm EST. Applications will be reviewed by a technical committee that will evaluate the Applications according to Evaluation Criteria (Section III). The committee will determine which organization will be funded based on the submitted Applications. JSI will use the conclusions of the technical committee, together with an evaluation of the costs, as the basis for an award with the successful Applicant.

The project is funded by the United States Agency for International Development (USAID) and is subject to applicable donor regulations and provisions. This RFA does not obligate USAID and/or JSI to issue an award nor does it commit USAID and/or JSI to pay any cost incurred in the preparation and submission of an application. USAID reserves the right not to fund any of the Applications received. All recommendations for funding are contingent on the approval of the project Agreement Officer's Representative at USAID.

Thank you for considering this opportunity. We look forward to receiving your application.

Sincerely,

Yared Mengistu
Director of Finance and Operations
JSI Research & Training Institute, Inc.
yared_mengistu@jsi.com

SECTION I. PROGRAM DESCRIPTION

A. Objective

USAID's Moving Integrated, Quality Maternal, Newborn, and Child Health and Family Planning and Reproductive Health (MOMENTUM) Routine Immunization Transformation and Equity project, hereafter referred to as "the project", applies best practices and explores innovations to increase equitable immunization coverage in USAID-supported countries. The project is USAID's flagship technical assistance mechanism for immunization working in 18 countries around the world. It works to build countries' capacity to identify and overcome barriers to reaching zero-dose and under-immunized children and older populations with life-saving vaccines and other integrated health services, including rebuilding immunization systems adversely affected by the pandemic. It also supports COVID-19 vaccine rollout across countries, with a wide range of circumstances and needs. The project has supported COVID-19 vaccine rollout in Haiti since March 2022.

USAID's Mission in Haiti requested technical assistance from the project to support COVID-19 vaccination in the regions. The overarching objective of the project's work in the region is to accelerate widespread and equitable access to and delivery of safe and effective COVID-19 vaccinations by increasing demand for and uptake of COVID-19 vaccination among priority populations in **Northeast, Northwest and South Departments in Haiti**. This activity supports national COVID-19 vaccination programs through the following key results:

1. Provide technical assistance (TA) to the National Immunization Program Coordination Unit (*Unité de Coordination Nationale du Programme de Vaccination*, UCNPV) on COVID-19 vaccine service delivery, supply chain coordination, data management and analysis, and community engagement.
2. Support the establishment of a national level COVID-19 vaccination monitoring rooms to improve data analysis, interpretation, and use for decision-making.
3. Provide technical support to the UCNPV for COVID-19 vaccination campaigns in five intervention departments.
4. Strengthen institutional and provider capacity, engage communities, and support the establishment of innovative partnerships to promote acceptance and uptake of COVID-19 vaccination and generate demand for services.
5. Facilitate coordination with USAID implementing partners on COVID-19 vaccination.

B. Background

Haiti confirmed its first case of COVID-19 on March 19, 2020, but was one of the last countries in the Americas to receive COVID-19 vaccines. Haiti's Ministry of Health and Population (*Ministère de la Santé Publique et de la Population*, MSPP) took steps to control COVID-19 transmission, including through promoting mask use and other approaches. As of April 29, 2023, 34,241 people had tested positive for COVID-19 and there were 860 confirmed deaths related to COVID-19. In addition, the latest statistics show that the incidence of COVID-19 is mostly in the 20-29 and 30-39 age groups, while the case fatality rates are highest in the 70-79 and 60-69 age groups. Taking into account the active circulation of the virus and the lack of adherence to barrier measures and other recommended measures, increasing vaccination against COVID-19 in high priority populations remains more than necessary.

Frontline health workers, people over 50 years of age, and people living with comorbidities were among the priority groups for the first phase of vaccination targeted by the National COVID-19 Vaccination and Deployment Plan (NDVP). Following the arrival of 500,000 doses of vaccine donated by the USG through the COVAX Facility, the first vaccination campaign was launched on July 16, 2021 by the MSPP at *Hôpital Universitaire de Paix* (HUP) in Port-au-Prince.

As of June 7, 2023, COVID-19 vaccine coverage in Haiti remains low at 2.4% of the general population. In Haiti, only 47% of the population has access to formal health services. The MSPP provides health services in the country, however health facilities are largely supported by humanitarian and development partners. Given the fragmented nature of primary health care service delivery in Haiti, with a large proportion of services provided by the private sector and nongovernmental organizations, data management is a major challenge for COVID-19 vaccination.

Multiple barriers to acceptance and uptake of COVID-19 vaccination remain, and include: access-related barriers (e.g., general insecurity, distance to health facilities and vaccine availability); low risk perception of COVID-19; lack of confidence in COVID-19 vaccination, including among health care workers exacerbated by low trust in government; concerns around vaccine side effects, efficacy and benefits, and rumors spread in part through social media.

C. Activity Description

The project seeks locally-registered non-governmental, independent, non-profit organizations to assist with communication and community engagement, coordination with local institutions and monitoring and documentation related to COVID-19 vaccine demand and acceptance in Haiti. The required scope of work for the locally-registered organizations is as follows:

Communication and community engagement activities

1. Community involvement in COVID-19 vaccination and routine immunization
 - a. Engage and mobilize religious organizations, of all religions, and other community (grassroots) organizations
 - b. Mobilize health workers in intervention areas
 - c. Engage non-traditional associations (e.g., motorcycle cab associations, etc.) to promote vaccination among members and convey messages that have been developed by the project
 - d. Use and distribute communication materials that have been developed by the project
 - e. Participate in community meetings to strengthen community penetration, in agreement with the departmental teams (the project and MSPP)
 - f. Organize community meetings, in agreement with the departmental team (the project and MSPP)
 - g. Develop and disseminate one radio spot per quarter per region

Coordination

2. Coordination with institutions (particularly, with health workers working in these institutions) to mobilize them for COVID-19 vaccination and routine immunization
 - a. Strengthen acceptance of COVID-19 vaccination among health care staff
 - b. Promote the integration of COVID-19 vaccination into routine immunization

- c. Distribute and if necessary support the use of communication materials
- 3. Logistical and data management support
 - a. Support vaccine stock monitoring

Monitoring and Documentation

- 4. Monitoring selected sites including religious partners
 - a. Support monitoring and learning of religious organizations and other partners
 - b. Regularly report on communication, community engagement, coordination and other activities
- 5. Support documentation of project activities
 - a. Inform on lessons learned and success stories
 - b. Conduct research and collect information and photographs to document success stories

Geographic Zones

- Northeast and Northwest Departments (1 locally-registered organization*) (Northern Region)
- South Department (1 locally-registered organization*) (Southern Region)

Target High Priority Populations

Populations which the locally-registered organization should promote COVID-19 vaccination include:

- People over age 60
- People over age 18 who are living with comorbidities or HIV
- Pregnant women
- Health care workers

Key Deliverables

- Workplan
- Monthly reports
- Documentation of success stories:
 - 2 success stories or case studies for Northern Region (one per quarter)
 - 1 video for Northern Region
 - 2 success stories or case studies for South Department (one per quarter)
 - 1 video for South Department
- Number of people engaged, sensitized (disaggregated by age, gender, and priority group)

Indicators

- Number of people reached through mass media and social media with vaccine-related messaging, disaggregated by COVID-19, routine immunization, or both
- Number of people reached through social mobilization activities that do not use social or mass media with vaccine-related messaging, disaggregated by COVID-19, routine immunization, or both
- Number of staff and volunteers trained on vaccine-related topics, disaggregated by COVID-19, routine immunization, or both
- Number and type of approaches implemented by the project that engage the community

*JSI seeks one locally-registered organization able to implement in the Northern Region and Southern Region or two locally-registered organizations, one in the Northern Region and one in the Southern Region.

D. Start Date and Performance Period

The anticipated performance period of the award is: December 26, 2023 - July 31, 2024.

SECTION II. INSTRUCTIONS TO APPLICANTS

A. General Information

All Applicants must submit one (1) Application package to momentumri@jsi.com by November 22, 2023, at 5:00pm EST. The subject line in the email needs to start with the RFA No. USAID-MRITE-HAITI-05. No more than one (1) Application may be submitted by each Applicant. JSI will confirm receipt via email of all Applications within four (4) business days of the submission deadline. Applications will not be reviewed if they are incomplete or are submitted after the closing date/time, and/or if submitted by Applicants that do not meet Eligibility Requirements (see Section II.C).

Questions concerning this solicitation should be submitted by email to momentumri@jsi.com by November 15, 2023, at 5:00pm EST. All information will be posted on the JSI solicitations webpage (<https://www.jsi.com/partner-with-jsi/solicitations/>).

Receipt of an application in response to this solicitation does not constitute an award commitment on behalf of the USAID and/or JSI. Costs incurred by organizations in the preparation and submission of an application will not be reimbursed by the USAID and/or JSI. JSI and the USAID reserve the right not to fund any of the applications received.

Applications will be reviewed by a technical committee that will evaluate the applications according to the criteria provided in Section III. The committee will determine which Applicants will be funded based on the submitted application's response to the evaluation criteria. Each Applicant will be notified in writing whether or not its application is recommended for funding. A recommendation for funding is contingent on the availability of funds and the approval of the project's Agreement Officer's Representative at USAID. Successful Applicants will be awarded a Fixed Amount Award from JSI on behalf of the project.

Any organization that submits an application in response to this RFA may request the committee's feedback based on the review of the application. To receive feedback, Applicants must submit an email request to JSI within five (5) calendar days of receiving notice of the committee's final decision. JSI shall provide the Applicant with the technical committee's feedback via email within 30 calendar days or inform the Applicant that more time is necessary.

Applications will have four main components: Confirmation of Eligibility, Technical Application, Cost Application, and Other Certifications and Documentation.

A. Eligibility Confirmation

Applicants must confirm that they are eligible for funding by confirming in their cover letter that the Applicant meets all the listed below in Section II.C Eligibility Requirements.

B. Eligibility Requirements

To be eligible to apply for an award, the organization needs to meet the following criteria:

- Have experience in SBC or community-based activities to change behaviors related to vaccine demand and acceptance in Haiti,
- Have registration status as a non-government or independent or non-profit organization in Haiti,
- Holder of a Unique Entity Identifier obtained from [SAM.gov](https://sam.gov),
- Authorized required certifications in Section V.

C. Technical Application Instructions

1. **Cover letter/email:** Cover letter including organization name, list of enclosed attachments, confirmation of eligibility.
2. **Pre-Award Risk Assessment** (Section VII. RFA Appendix 1): Completed, signed Pre-Award Risk Assessment should be included as an Excel document and accompanied with requested attachments.
3. **Program Description (max 10 pages):** The Applicant's Program Description (Section VII. RFA Appendix 2) should include the following:
 - a. **Executive Summary (1 page or less):** The executive summary should provide an overview of key features of the proposed activities, including the Applicant's approach to and prior relevant experience implementing similar scopes of work. The Applicant should also describe how the organization is capable of delivering the proposed activities.
 - b. **Technical Description (2 pages or less):** Incorporating the Program Objectives and Activities (Section I), please respond to the following items:
 - i. Description of program objective(s).
 - ii. Strategy and approach including: target beneficiaries, stakeholder involvement, dissemination of results, etc.
 - iii. Overview of specific activities and how they contribute to the program objectives.
 - iv. Description of verifiable results.
 - c. **Implementation Plan (2 pages or less):** This section will identify the tasks over the implementation duration. The Applicant should provide details on the various tasks, from the time the award is issued to the point of reporting results to the project. The Applicant will detail key assumptions and/or constraints in meeting the objective of the project, as well as any strategies to address or mitigate them. Details should include in table form the due date and project lead responsible for each task.
 - d. **Monitoring & Evaluation (2 pages or less):** Describe plan to monitor and evaluate activities.
 - e. **Staffing (1 page or less):** Describe overall staffing and management, including staffing plan and organizational chart for the organization to complete the scope of work. Please also include CVs of key personnel.
 - f. **Organizational Experience and Capability (1 page or less):** In this section, the Applicant should describe their existing organizational structure, identify their strengths, and articulate their commitment to working with the project. Applicant should provide information speaking to the following:

- i. General organizational background information,
- ii. Institutional strengths of the Applicant and experience to receive and utilize funds from international organizations,
- iii. Previous or ongoing experience implementing similar activities.

E. Cost Application Instructions:

The cost application has two components: Detailed Budget and Budget Notes/Narrative, which should be submitted as two separate appendices in the application.

Detailed Budget

Applicants should carefully read the first tab (Budget Guidelines) of the Detailed Budget Template (Section VII. RFA Appendix 3) before entering data. The Detailed Budget Template should include all costs associated with the implementation for the activity proposed. No cost share is not required. No profit or fee may be charged.

Please note that the cost information should be entered in local currency in the Detailed Budget.

The Detailed Budget should include the following line items as applicable:

1. **Staff Salaries & Wages:** This category should include salaries for full-time and part-time employees. Each position required for the scope of work should be listed with a brief description of duties and the salary rate. Direct salaries/wages must be in accordance with the organization's established personnel policies and any local labor legislation. To be considered adequate, the policies must be in writing, applicable to all employees of the organization, subject to review and approval at a high enough organizational level to ensure their uniform enforcement, and result in costs that are reasonable and allowable in accordance with applicable cost principles.
2. **Allowances / Fringe Benefits:** All allowances and benefits provided as part of staff compensation that is above the salary base must be listed and described in this section. For benefits or other compensation calculated separately from the base salary, the types and calculations should be presented in the budget notes/narrative. If accounted for as a separate item of cost, fringe benefits must be based on the Applicant's audited fringe benefit rate or historical cost data and for personnel/salary according to local legislation.
3. **Consultants:** Direct consultants hired as part of this project must be listed. Daily (or monthly) rates and planned number of days (or months) must be included, along with a brief description of the type of work the consultant will undertake to support the aims of the project.
4. **Travel, Transportation & Per Diem:** Applicants should indicate the number of trips, domestic and international, and the estimated costs—specifically, the origin and destination for each proposed trip, duration of travel, and number of individuals traveling. Per diem, if paid, should be in accordance with the organization's established travel policies and USAID travel regulations, https://aoprals.state.gov/web920/per_diem.asp. Applicants should take into consideration COVID-19-related travel restrictions and budget conservatively in this section considering in-country and international travel restrictions. Award recipients will be expected to follow all COVID-19

guidelines and regulations of the country/region where the project is proposed in addition to USAID travel regulations.

5. **Program Activities (if any):** This category should be used if the activity includes program-related procurement of services or goods.
6. **Equipment:** Include equipment with a unit value of \$5,000 or more. List the item, quantity, estimate unit cost, total cost, and potential vendor. (NOTE: Equipment is defined as tangible non-expendable personal property that has a useful life of more than one year and an acquisition cost of \$5,000 or more for each piece of equipment).
7. **Supplies:** Include items with a unit value under \$5,000 and/or have a useful life of less than a year. List the item, quantity, estimated unit cost, and total cost.
8. **Other Direct Costs:** All costs in this category must be described in detail. Examples of other direct costs are communication, translation costs, printing, and postage.
9. **Total Direct Costs:** Calculate the sum of total direct costs from line items “1” through “8.”
10. **Indirect Facilities and Administrative Costs:** Funds should be budgeted here only if the Applicant has a currently approved negotiated indirect cost rate agreement (NICRA). In this case, a copy of the NICRA should be provided. An organization that has never received a NICRA may elect to charge a de minimis rate of up to 10 percent of its modified total direct costs. Applicants also have an option to include a rate calculation that has been certified by a certified public accountant firm (Organizations will need to have a clearly defined indirect rate, and that will need to be substantiated with financial statements that are approved and validated by an appropriate certified public accountant firm).
11. **Total Costs:** Calculate the sum of total project costs, line items “9” and “10”.
12. JSI may request additional detailed budget information following notification to an Applicant that it is under consideration for an award. If necessary, JSI may arrange meetings to evaluate specific elements of costs and examine data to determine the necessity, reasonableness, and allocability of the costs reflected in the budget and their allowability per the applicable United States Government cost principle. The successful Applicant will negotiate a final budget with JSI for all aspects of the project.
13. All successful Applicants will have to have active SAM registration status and a Unique Entity Identifier (UEI) number before receiving any funds from USAID.

Budget Notes/Narrative

Applicants should include Budget Notes/Narrative to explain each cost associated with the Detailed Budget. Use the Budget Notes/Narrative Template found in Section VII. RFA Appendix 4.

SECTION III. EVALUATION PROCESS AND CRITERIA

Responsive applications are submitted on time and include all information requested. Non-responsive applications may be disallowed from further consideration. Applications will be evaluated on the basis of 100 possible points. The technical application will be evaluated on the basis of 80 total possible points; the cost application will be evaluated on the basis of 20 possible points. The relative weighting of the various sections of the application will be according to the below values:

Evaluation Category	Maximum Points (100 Total)
Technical Approach	25 points
Implementation Plan	25 points
Monitoring and Evaluation	10 points
Personnel / Staffing	10 points
Experience & Capability	10 points
Cost Effectiveness	20 points
Total Possible Points	100 points

A. Evaluation Process

Applications will be reviewed by a technical committee that will evaluate the Applications according to Evaluation Criteria. The committee will determine which organizations will be funded based on the submitted Applications. JSI will use the conclusions of the technical committee, together with an evaluation of the costs, as the basis for an award with the successful Applicants.

B. Evaluation Criteria

The following Evaluation Criteria serve to: 1) identify the significant matters that Applicants should address in their Applications; and 2) set the standard against which Applications will be evaluated. Applications will be evaluated on the basis of 100 possible points per the criteria defined below. The weighting of the Application sections will be accorded the indicated values.

Evaluation Category & Criteria	Maximum Points (100 Total)
Technical Approach: The approach will be evaluated for: <ul style="list-style-type: none"> • A feasible and technically and operationally sound approach for achieving the objectives of the award and the results the Applicant aims to achieve • A clear plan for how the Applicant will target the program participants • A clear plan for how the Applicant will engage local stakeholders, particularly stakeholders from local ministries, 	25 points

<p>departments, and/or agencies</p> <ul style="list-style-type: none"> • Clear articulation of the activities the Applicant will undertake • Articulation of how the Applicant aims to implement activities to promote gender equality and women's empowerment; specifically, articulation of an approach for ensuring meaningful participation of women in program activities 	
<p>Implementation Plan: The plan will be evaluated for:</p> <ul style="list-style-type: none"> • Completeness and soundness • Integration and scheduling of dependent tasks • Assignment of responsibilities • Viability of the proposed milestones of achievement. 	25 points
<p>Monitoring and Evaluation: Will be evaluated for:</p> <ul style="list-style-type: none"> • Clear approach for measuring results of the program activities, including clear and concise methodology • Inclusion of the project indicators if applicable 	10 points
<p>Personnel / Staffing: The way the organization proposes to staff and manage the award for successful implementation. Include both technical / programmatic and financial / administrative staff.</p>	10 points
<p>Experience & Capability: The organization's proven track record, references, and experience in implementing similar activities.</p>	10 points
<p>Cost Effectiveness: Includes a budget in which costs are allowable, allocable, and reasonable for the proposed project. Budget outlines an amount of work that is feasible for the funding level with sufficient levels of effort for staff. Proposed activities are feasible based on the funding amount and the use of existing resources.</p>	20 points
Total Possible Points	100 Points

At the conclusion of the evaluation process and when final approval is obtained from the donor, the project will notify all Applicants of their review status. Successful Applicants may enter negotiation at this phase. This does not guarantee that an award will be obtained. Unsuccessful Applicants will receive notification in writing.

SECTION IV. TERMS OF APPLICATION

1. **Deadline:** Applications should be received by the designated deadline, or they may not be considered. Late Applications will not be reviewed. JSI will review the applications on a rolling basis over the period for which the application window is open.
2. **Questions of Clarification:** Interested organizations should direct any questions about the RFA in writing to momentumri@jsi.com no later than the date specified on page one. Responses will be distributed to all RFA recipients. All correspondence with the Project pertaining to this RFA must reference the contact person and RFA number on page one.
3. **Application Validity:** Your application must remain valid for a minimum of 90 days. Applications should be signed by an official authorized to do so.
4. **Language:** The application, as well as correspondence and related documents should be in English.
5. **Negotiations:** It is anticipated that awards will be awarded solely on the basis of information received. JSI reserves the right to request additional information and conduct negotiations with any potential Applicant prior to awarding.
6. **Rejection of Applications:** This document is a request for application only, and in no way obligates JSI, the project or USAID to make an award. JSI reserves the right to reject any and all offers received and/or to cancel the RFA. Applicants whose application is not selected will be notified.
7. **Incurring Costs:** JSI is not liable for any costs incurred during preparation, submission, or negotiation of an award for this RFA. The costs are solely the responsibility of the Applicant.
8. **Representations and Certifications:** The application shall be accompanied by any requested representations and certifications completed and signed by an official authorized by the Applicant.
9. **Financial Responsibility:** Applicants should certify as to the financial viability and resources of the organization to complete the proposed activities within the period of performance. JSI reserves the right to request and review the latest financial statements and audit reports as part of the basis of the award.
10. **Executive Order on Terrorism Finance:** The Applicant is reminded that U.S. laws prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the recipient to ensure compliance with such laws. The Treasury Department's list of Specially Designated Nationals appears at www.treas.gov/offices/enforcement/ofac/sdn.

SECTION V. CERTIFICATIONS

See Section VII RFA Appendices 5-7 for required certifications.

SECTION VI. MANDATORY AND AS APPLICABLE STANDARD PROVISIONS

The following provisions will be included as part of the Fixed Amount Award.

Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations:

ADS Reference 303mat - Standard Provisions for Fixed Amount Awards to Nongovernmental

Organizations (chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/<https://www.usaid.gov/sites/default/agency-policy/303mat.pdf>)

SECTION VII. RFA APPENDICES

See attached the following:

- RFA Appendix 1: Pre-Award Risk Assessment and requested supporting documentation
- RFA Appendix 2: Program Description Template
- RFA Appendix 3: Detailed Budget Template
- RFA Appendix 4: Budget Notes/Narrative Template
- RFA Appendix 5: Certifications and Representations
- RFA Appendix 6: Certification Regarding Terrorist Financing
- RFA Appendix 7: Certification of Financial Responsibility Template