



Request for Application (RFA)

Country: South Sudan
Request for Application Number: RFA 001-2024
**Donor Award Title/
Program Description:** GBV Prevention and Response
Donor: N/A
Closing Date: 13th March 2024
Closing Time: 5:00pm South Sudan Local Time.



I. OVERVIEW

NOTE: The section below is an *example* and should be revised to reflect the specific donor award and program needs.

International Medical Corps (IMC), an international non-governmental organization (located at 12400 Wilshire Boulevard, Suite 1500, Los Angeles, California), with a local office in South Sudan intends to enter into multiple subawards for the implementation of the program entitled, “GBV Prevention and Response services for vulnerable women and girls.” To this end, International Medical Corps is seeking applications from qualified organizations interested in providing the services described in this solicitation. Applicants must be indigenous (local) organizations either currently registered or qualified for registration in South Sudan. Any indigenous civil society organizations (NGOs, CBOs, FBOs) are eligible to compete. Locally registered offices of international organizations are not eligible to compete. Women Led Organization (WLO) and Women Right Organizations (WRO) are highly encouraged to apply.

International Medical Corps plans to award cost reimbursement subawards under this program. Subject to the availability of funds, the costs of each separate subaward are estimated to range between US \$300,000 and US \$500,000 over a 12-month period for activities in the following State only:

- Fashoda, Aboroc and Kodok, Upper Nile State.
- Canal Pigi, Jonglei State and Pibor Administrative Area.

Note: *You are advised to submit a concept note to cover either Upper Nile (Fashoda, Aboroc and Kodok) or (Canal Pigi and Pibor) only. However, where you have presence in all locations and have the capacity to cover all the areas listed, one concept note should be submitted.*

The purpose of this RFA is to build the capacity of National NGOs, civil society organizations (CSOs) in South Sudan to localize response and deliver integrated GBV Prevention and Response interventions... The resources available through this subaward process include financial support, technical and management capacity building for local non-governmental organizations (NGOs), community-based organizations (CBOs), and faith-based organizations (FBOs) to strengthen their delivery of community-based services in two focus areas:

- 1) GBV Prevention Services.
- 2) GBV Response Services.
- 3) GBV Mitigation.

Special emphasis will be placed on offering balance between substantive GBV response that meets the needs of people who are more vulnerable because of humanitarian crisis and also offer a meaningful, quality and measurable GBV prevention approach in communities at risk and build on existing GBV interventions. The program will localize response and build

upon the strengths of the State Ministry of Gender, Child and Social Welfare (MoGCSW) in the areas of interventions, and will foster effective partnerships between government systems, NNGOs, and CSOs, to strengthen technical capacities and collaborative approach to service extension, access and follow-up.

Priority will be given to Women Led Organization and Women Right Organization, applicants that have ongoing activities in at least one of the three focus areas, have potential to strengthen and expand those services, and have the potential to integrate services from at least one of the other focus areas into their ongoing work.

II. PROJECTED ACTIVITIES

NOTE: The section below is an example and should be revised to reflect the specific donor award and program needs.

International Medical Corps looks forward to funding programs in South Sudan that ensures Women and girls access appropriate protection and/or GBV response including sex and age-appropriate case management, women, and girl's safe space (WGSS) activities or Women and girls are protected against GBV risks through mitigation activities including community engagement and activism.

GBV Prevention: Awareness raising through separate group discussions with women, men, boys and girls, social and behavioral change interventions (SASA) and community leaders' tool kits roll out.

GBV Response: Provision of case management to GBV survivors including provision of emergency cash. Provision of group psychosocial support with WGSS for vulnerable women and girls, including GBV survivors focused on healing, empowerment, and recovery. Provision of life skill activities to adolescent girls adapted to emergency responses through Girl Shine Curriculum. Resilience building activities through social and economic empowerment (EA\$E) model.

GBV Mitigation: Capacity building of GBV and non-GBV staff on GBV key concepts including safe referrals and PSEA. Distribution of dignity kits to women and girls with protection risks.

III. INELIGIBLE ACTIVITIES AND GOODS

NOTE: The section below is an example and should be revised to reflect the specific donor award and program needs.

The following items cannot be purchased with subaward funds. The following activities and goods are unallowable and should not be included in the proposed budget:

1. Used equipment.
2. Alcoholic beverages and non-program related entertainment costs.
3. Military equipment.
4. Surveillance equipment.
5. Commodities and services for support of police or other law enforcement activities.
6. Abortion equipment and services.
7. Luxury goods or gambling equipment.
8. Weather modification equipment.
9. Goods or services from any individual or firm on the 'List of Parties Excluded from Federal Procurement.
10. Infrastructure or construction activities.
11. Real property (land, including land improvements, structures and appurtenances thereto).

IV. ELIGIBILITY CRITERIA

Applicants must meet the following requirements in order for International Medical Corps to review their concept note:

1. Legally Registered

The applicant should be a legally registered entity in the country of implementation. If required by local law, the applicant must also be legally authorized to work in the specific district, province, etc. Applicants must attach a copy of their registration documentation.

2. Technical Capacity

The applicant should possess the required experience to successfully implement the subaward activity, verified through past performance and reference checks. Examples of such requirements include years of operation, size of annual budget, experience working within the relevant sector, audit track record, etc.

3. Prohibition against Fee

Assistance subawards (e.g. subagreements, in-kind grants, simplified grants, fixed amount subawards, grants under contract) cannot charge a fee-for-profit. Applicants must not include a fee-for-profit in their proposal.

4. Conflict of Interest

The subrecipient's other relationships, associations, activities, and interests should not create a conflict of interest that could prevent full impartiality in implementation of the subaward activities. Applicants must complete the attached *Conflict of Interest Certification*, declaring that no known conflicts exist.

5. Prohibition against transactions with Ineligible or Excluded Individuals and Organizations

In accordance with International Medical Corps and donor policies, International Medical Corps prohibits transactions with ineligible or excluded individuals and organizations. Applicants will be subject to a screening, to ensure they are not associated with terrorism. Applicants will also be asked to certify that it has not and will not promote or engage in violence or terrorism and are in full compliance with all U.S. Executive Orders, laws and regulations that prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism.

V. REQUIRED APPLICATION FORMAT AND CONTENT

All applications must include the following format requirements:

- English language only
- Font size 12 or larger
- Line spaced 1.5 or larger.
- No more than 4 pages for Part A and Part B combined.
- Include applicant organization name, date, RFA number, and page number as a header or footer throughout the document.

The complete application shall consist of the items listed and detailed below. All sections must be completed.

- 1) Cover Letter/Page
- 4) PART A: Narrative

Detail for the application components are as follows:

1) COVER PAGE

Include the following information on the cover page:

- Name of the organization
- Name of project
- Date of submission
- Contact person name, title, contact information
- Budget amount requested
- RFA number

2) PART A: NARRATIVE

NOTE: The section below is an example and may be revised to reflect the specific donor award and program needs.

Project Overview: Provide a snapshot of the overall proposal by briefly summarizing the project and its significance, goal and objectives, strategies, expected outputs and how they will be achieved. Be specific and concise. Do not go into detail on aspects that are further described in other parts of the proposal.

Problem Statement and Justification: Show why your proposed project is needed. Describe the nature, magnitude and causes of the problems your program will address, as well as their significance. Identify the gaps you intend to fill. Is there a special reason why your organization is uniquely suited to conduct the project

activities (e.g., geographical location, prior experience in this area, cultural issues, etc.)? Demonstrate that you are aware of relevant socio-economic, political, cultural and/or gender considerations.

Project Area Description: Describe the geographic area where the proposed project will be implemented, including the district and specific communities. Explain why this geographic area has been selected for the proposed interventions. Describe the socio-economic situation of the selected communities, livelihood systems, and other factors that contribute to the problem the proposed project will address. Describe the groups most affected by the problem and the extent to which they are affected.

Project Beneficiaries: Describe who will directly benefit from your project, and who will indirectly benefit. Include the total number of direct and indirect beneficiaries, if possible. Describe how beneficiaries will be identified and selected. Indicate how the beneficiaries' feedback on the project implementation will be collected and utilized during the project life.

Goal and Objectives: Clearly state the goal and objectives of the proposed project. The *goal* of the project should be a higher level statement of the ultimate change in condition or situation that your project will contribute to, but will not accomplish by itself in the project life. *Objectives* should be specific, measurable, achievable, reliable and time-bound (SMART). Objectives should show clearly what will be achieved during the project period to achieve the project goal. Be sure that the objectives state what you intend to *achieve*, not the *activities* that will produce these results. Limit the number to between three and five of the most important objectives.

Activities by Objective: Describe in detail how your organization will achieve the project objectives. Show how your activities will build upon what communities are already doing to respond to the problems and will utilize community resources to address the problems. Show how your work will further strengthen collaboration among relevant government and civil society entities and initiatives already active in your project areas. Clearly link your activities to the appropriate objectives outlined above.

Outputs: Identify what concrete, quantifiable results will be achieved during the project period.

Monitoring and Reporting: Describe the activities and tools you will use to monitor project implementation. Describe how you will use monitoring information to improve project activities. Describe the process you will use to prepare regular reports. Describe approaches you will use to use project data to improve quality.

Project Management and Structure: Identify principal staff members who will be involved in ensuring program success and accountability. Describe their responsibilities and qualifications. Describe your supervisory systems with special attention to how you will ensure quality of project activities. Discuss your strategies for managing and motivating volunteers.

Organizational Capacity and Potential: Why do you believe your organization should be selected to receive a subaward under this program? Describe your past experience that you will build upon in order to implement the proposed project. Has your organization undergone an "organizational capacity assessment" (if so, describe)? What are some of your organization's key strengths that can be built upon for future growth and achievement? What are some of the capacities your organization needs to strengthen further in order to succeed in its mission and sustain itself?

3) PART C: BUDGET Summary

NOTE: The section below is an example and may be revised to reflect the specific donor award and program needs.

Summarized Budget:

Provide a summary budget in the following format. The detailed budget may be included in the Appendices section of the proposal in a later state should your concept note be considered.

Cost	Amount Requested from International Medical Corps	Cost Share, if applicable	Total
Salaries			
Fringe Benefits			
Program activities			
Travel			
Equipment			
Supplies			
Other Direct Costs			
Indirect Costs (if applicable)			
TOTAL COST			

Note: All costs should be presented in US dollars. In the budget summary, state the currency conversion rate you are using.

4) PART D: PAST PERFORMANCE REFERENCES

NOTE: Insert past performance aspects that International Medical Corps would like insight into. For example, experience implementing certain program activities (e.g. psychosocial services for refugees) or working under specific donors (e.g. USAID).

Please provide evidence of three FCDO awards received during the last three years. If your entity doesn't have experience with FCDO funding, please provide other past performance data.

REFERENCE ONE	
Project Name:	
Project Description:	
Name of the Donor:	
Program Period of Performance:	
Award Amount (in US Dollars):	
Type of Award (Cost Reimbursement or Fixed Price; Grant/ Cooperative Agreement/ Contract; etc)	
Was your entity the prime recipient?	Choose One: Yes/No
Client Reference (Name, Title, Email, Phone):	
Results/ Key Accomplishments:	

REFERENCE TWO	
Project Name:	
Project Description:	
Name of the Donor:	
Program Period of Performance:	
Award Amount (in US Dollars):	

Type of Award (Cost Reimbursement or Fixed Price; Grant/ Cooperative Agreement/ Contract; etc)	
Was your entity the prime recipient?	Choose One: Yes/No
Client Reference (Name, Title, Email, Phone):	
Results/ Key Accomplishments:	

REFERENCE THREE	
Project Name:	
Project Description:	
Name of the Donor:	
Program Period of Performance:	
Award Amount (in US Dollars):	
Type of Award (Cost Reimbursement or Fixed Price; Grant/ Cooperative Agreement/ Contract; etc)	
Was your entity the prime recipient?	Choose One: Yes/No
Client Reference (Name, Title, Email, Phone):	
Results/ Key Accomplishments:	

5) APPENDICES:

The following attachments are required with the applicant's Concept Note:

APPENDIX 1: Evidence of local registration status

APPENDIX 2: International Medical Corps' Conflict of Interest Certification

VI. TIMELINES AND POINTS OF CONTACT

Applications must be received no later than March 13, 2024, at 5:00 pm South Sudan Local Time. This deadline will be strictly enforced.

Applications should have a 30-day validity period from the application submission date.

Please send applications via email to: ss-partnership@internationalmedicalcorps.org An e-mail will be sent to you when the application is received. Please do not e-mail an application more than once unless you receive an email response that asks you to re-send it. If you are sending multiple files, please attach them to one e-mail.

IF YOU ARE UNABLE TO E-MAIL THE CONCEPT NOTE, YOU MAY DELIVER IT TO IMC COUNTRY HEAD OFFICE:

IMC Contact Name: Zain ul Abeden.

Address: Juba Nabari West Quarter Council, Juba Block, Central Equatoria State.

If you have questions about any part of this Request for Application, please send an e-mail to ss-partnership@internationalmedicalcorps.org.

Applicant organizations will be notified whether they've been selected to be a subrecipient no later than March 30, 2024.

VII. EVALUATION CRITERIA

NOTE: The table below is an example of evaluation criteria and can be revised.

Applications will be evaluated by International Medical Corps, based on the evaluation criteria below:

Evaluation Criteria	Total Points/ Percentage of Score
Technical Approach	50 points (40%)
Monitoring and Evaluation	20 points (10%)
Cost, Pricing and Resource Allocation	20 points (35%)
Organization and Past Performance	10 points (15%)
Additional Requirements	N/A
Total	100 points

VIII. QUESTIONS, CLARIFICATIONS AND CHANGES

Offerors may submit questions and requests for clarifications regarding this RFA *in writing* (email correspondence accepted) no later than March 8, 2024.

All correspondence regarding this solicitation must reference the RFA number in the subject line.

No phone calls or in-person inquiries will be accepted. Any verbal information received from an IMC employee, or any other entity shall not constitute an official response to any questions regarding this RFA.

If IMC determines that changes to this RFA are required, such changes will be made via formal written addenda. Clarifications, interpretations, corrections, and changes to the RFA made in any other manner shall not be binding.

No offer, payment, consideration, or benefit of any kind shall be made, either directly or indirectly, by Applicants as an inducement or reward for the granting of a subaward. Any such practice constitutes an illegal or corrupt practice and will result in the cancellation of the procurement, elimination of an Applicant's participation in this and future request for applications and consideration for award, or termination of an awarded subaward. Such practices may also constitute grounds for additional civil and/or criminal actions, as may be applicable.

TERMS OF THE APPLICATION PROCESS:

1. IMC may contact Applicants to confirm contact person, address, and to confirm that the application was submitted for this RFA.
2. False Statements: Applicants must provide full, accurate and complete information as required by this solicitation and its attachments.
3. IMC reserves the right in its sole discretion to:
 - a. To disqualify any application based on Applicant's failure to follow solicitation instructions;
 - b. To waive any deviations by Applicants from the requirements of this RFA that in IMC's opinion are considered not to be material defects requiring rejection or disqualification;
 - c. Extend the time for submission of all RFA responses after notification to all potential Applicants;
 - d. Terminate or modify the RFA process at any time and re-issue the RFA to whomever IMC deems appropriate;
 - e. Award only part of the activities in the RFA or issue multiple subawards based on RFA activities.

International Medical Corps reserves the right to fund any or none of the applications submitted. Issuance of this RFA does not constitute an award commitment on the part of International Medical Corps.

Final award of any resultant subaward(s) cannot be made until funds have been fully appropriated, allocated, and committed by our donors. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for award.
All proposal preparation and submission costs are at the Applicant's expense and will not be reimbursed.

IX. ATTACHMENTS

NOTE: The list below is an example and should be revised to reflect the specific donor award and program needs.

The list of attachments below are included and a part of International Medical Corps' Request for Application (RFA).

- a. ATTACHMENT A: International Medical Corps' Grant Application Template Form
- b. ATTACHMENT B: International Medical Corps' Conflict of Interest Certification
- c. ATTACHMENT C: International Medical Corps' Fraud Policy