



## Request for Application (RFA)

**Country:** Koch & Leer County, Unity State-South Sudan.  
**Request for Application Number:** RFA 001/SSD/PCA2023710/PD2023923

**Donor Award Title/  
Program Description:** COVID-19 Emergency Response and Health System  
Preparedness Additional Financing  
(CERHSP-AF)

**Donor:** UNICEF

**Closing Date:** 11<sup>th</sup> March 2023

**Closing Time:** 5:00 pm 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 multiple subawards for the implementation of the program entitled, "COVID-19 Emergency Response and Health System Preparedness Additional Financing." Lot 12. International Medical Corps is currently implementing COVID-19 CERHSP in Upper Nile, Jonglie and Unity state supporting 61 health facilities. The objective of the program is to contribute to the reduction of morbidities and mortalities and deliver high impact to essential health care services. The project implementation which includes Curative consultation to Children and Adults using MOH Protocols and guidelines including ICCM guidelines, immunization, providing essential medical supplies and commodities, providing support to adolescent sexual reproductive health and Maternal, Neonatal, and childcare services, clinical case to SGBV/CMR victims within 72 hours by a trained health care worker in the PHCCs, integrated disease surveillance and Outbreak management, strengthening the routine surveillance systems, Capacity building- Coaching mentorship to workers as well as strengthening the referral pathways, including patient transfer from PHCUs to PHCCs and Hospitals. The main objective of the program is to:-

**Objective 1:** Frontline health and community workers have improved capacity to provide flexible, integrated services for management of common childhood in the project areas, including in refugees' camps and host communities.

**Objective 2:** Maternal and Newborn health services are provided through timely and evidence-based care at facility and community level: ANC, Skilled Birth Attendant, Post Natal Care, Family Planning, Integrated outreaches, PMTCT, CMR provision in the project areas including the refugees and host communities.

**Objective 3:** Government and other partners have increased capacity to deliver routine and supplementary immunization and respond to disease outbreaks in the project areas, including in refugees' camps and host communities

As A result of this, International Medical Corps is seeking applications from qualified National/Local Organizations interested in providing the services described in this solicitation. Applicants must be indigenous (local) organizations currently registered in South Sudan. Any indigenous civil society organizations (NGOs, CBOs, FBOs) are eligible to compete.

International Medical Corps plans to award up to cost reimbursement subawards under this program. Subject to the availability of funds, the costs of each separate subaward are estimated to range between US \$600,000 and US \$700,000 over 14-month period for activities in the following Counties only:

- Koch County, Southern Unity state.
- Leer County, Southern Unity state.

The purpose of this RFA is to build the capacity of National/Local organizations (NNGOs) in South Sudan to Support application of the national treatment guidelines and Ministry of Health (MoH) policy for the delivery of health services in Koch and Leer. The resources available through this subaward process include financial support, supplies, 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 three focus areas:

- 1) Child Health
- 2) Maternal Neonatal Health and Immunization Programme
- 3) Health in emergencies
- 4) Basic obstetric and newborn care
- 5) Sexual and GBV- including CMR, counselling and referrals
- 6) Health system strengthening within the context of integrated Health and Nutrition delivery approach

Special emphasis will on be strengthening the capacity of State Ministry of Health (SMoH/CHD) in providing integrated quality essential healthcare service involving close collaboration with the CHD in planning, supportive supervision, resource management and capacity building to strengthen local health system in the selected locations to prevent, detect and response to disease outbreak including measles, malaria and diarrhea.

The project will support static government-owned health facilities and implement mobile activities to expand provision of essential healthcare through the Boma Health Initiative (BHI) and mobile EPI outreaches with direct linkages to health facilities. Implemented services within the supported health facilities will aim to improve the quality of maternal and child health, basic emergency obstetric care, communicable and non-communicable diseases, immunization, and sexual and gender-based violence case management including clinical management of rape.

This request for application is targeting local organizations that are legally registered and have ongoing activities in the 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 sub-granting programs in South Sudan under this subaward that include the following package of services and scope of activities:

- Child health services: Health education; routine immunization; integrated management of neonatal and childhood illnesses (IMNCI) and rapid response and referral for complicated cases; LLITNs distribution; vitamin A supplementation; promotion of adequate infant and young child feeding behaviors; nutrition screening and referral to nutrition therapeutic programs.
- Maternal and neonatal health services: Health education; antenatal care, skilled delivery, postnatal care of mothers and newborn, family planning, prevention of mother to child transmission (PMTCT) and referral to secondary health services.
- Basic obstetric and newborn care: To be delivered at the PHCC level and capacity building in IMCI, BEMONC
- Sexual and gender-based violence services: Identification, counselling, clinical management of rape (CMR) and proper referral for victims of SGBV, including rape victims
- Distribution of essential medicines and supplies procured by UNICEF



- Covid-19 preparedness and response: Building the capacity of health staffs to detect, assess and respond to Covid-19 pandemic including strengthening IPC measures.
- Disease surveillance and outbreak response: In line with the nationwide Integrated Disease Surveillance Response (IDSR) and Early Warning Alert and Response (EWARS) systems.
- Quality improvement and supervision: In-service training; continuous quality improvement activities; infection prevention activities; supportive supervision; and promotion of procedures for proper waste management and disposal of sharps and other waste.

### **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 proposal:

#### **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 15-20 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
- 2) Acronyms/Abbreviations
- 4) PART A: Narrative.
- 5) PART B: Work Plan
- 6) PART C: Budget and Budget Narrative
- 7) PART D: Past Performance References including donors like UNICEF, OCHA, WFP and so On.
- 8) Appendices

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) ACRONYMS/ABBREVIATIONS**

Provide a list of all acronyms and abbreviations used in the proposal.

### **3) TABLE OF CONTENTS**

Provide a table of contents including all major headings used in the proposal with corresponding page numbers.

### **4) 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 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. For example, how many pregnant women will be reached with which specific antenatal services? How many health staff will be trained on BEMONC be trained in which specific skills areas?

**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?

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

Indicate with an "X" in which quarter you will undertake the most important activities to achieve each objective. "Cross-cutting" activities are those that relate to more than one activity area (for example, report preparation). These can go in the "cross-cutting" section at the bottom. Base your work plan on a 12-month period that could start at any time. Feel free to add additional rows to this table as needed. Use the format in the Grant application form attached herein

## 5) PART C: BUDGET AND BUDGET NARRATIVE

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

### **Detailed Budget:**

Provide a detailed budget in the format provided in the budget template attached herein as attachment D, with an accompanying budget narrative which provides detail of the total costs to implement the proposed program. Include a



breakdown of all costs and organize by major budget category. The detailed budget may be included in the Appendices section of the proposal if that is more convenient.

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

***Budget Narrative:***

Include a narrative for your budget that describes, in detail, a breakdown of unit costs for each budget line item. Your budget narrative should be presented in the following format:

Salaries: Indicate each proposed staff member by position title, the % time (level of effort) to be dedicated solely to this project, and proposed salary.

Fringe Benefits: Describe fringe benefits that are required by local law and provided according to common practice and your organization's policies. Describe how benefits are calculated.

Consultants: Describe any external consultants or outside services that will be hired under this grant. Clearly state their role in the project, as well as daily rates and number of days to be hired. Identify any consultant travel in this section.

Travel: Include all estimated costs for local and regional travel to be charged to the subaward as well as any stipends or per diems provided to staff according to your organization's policies. Include locations of travel (to and from), as well as unit costs for airfare, lodging, per diem, and number of days. Include a brief description of the purpose of travel. All airfare must be coach-class. International travel will not be permitted without prior approval by International Medical Corps. Fuel costs for land travel should also be included in this section.

Equipment: Clearly indicate any equipment to be purchased under this subaward including unit costs. "Equipment" is defined as those items having a unit price of US \$1,500 or greater, and a useful life of more than one year.

Supplies: Indicate any supplies to be purchased under this subaward including unit costs. "Supplies" are defined as those items consumed directly for the operation of the program and having a unit price under US \$5,000.

Other Direct Costs: Detail other direct costs, including office rent, utilities, banking fees, postage, courier, and other costs allocated directly to the project.

Indirect Costs (if applicable): Indirect costs (also known as administrative costs, overhead or non-project attributable costs (NPAC)) are incurred for common or joint objectives and cannot be readily identified with a particular project. Indirect costs are common costs that benefit the day-to-day operations of an organization, including categories such as salaries and expenses of executive officers, personnel administration, and accounting, or that benefit and are identifiable to more than one program or activity, such as depreciation, rental costs, operations and maintenance of facilities, and telephone expenses.

**6) 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 UNICEF awards received during the last three years. If your entity doesn't have experience with UNICEF 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:	

**7) APPENDICES:**

The following attachments are required with the applicant’s proposal:

- 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 11<sup>th</sup>, 2023**, at 5:00 pm South Sudan Local Time. This deadline will be strictly enforced. Note that applications will be reviewed on rolling basis.

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

Please send applications via email to [ss-partnership@internationalmedicalcorps.org](mailto: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 PROPOSAL, YOU MAY DELIVER IT TO IMC COUNTRY HEAD OFFICE:

**IMC Contact Name Sasi Luxmanan**

**Address Juba Head Office, 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](mailto:ss-partnership@internationalmedicalcorps.org).

A pre-application meeting will be held on March 2<sup>nd</sup>, 2023. Interested applicants are encouraged to attend, so that they can discuss any questions they have about the RFA and application requirements.

Applicant organizations will be notified whether they’ve been selected to be a subrecipient no later than **March 24<sup>th</sup>2023**.

**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	40 points (40%)
Monitoring and Evaluation	10 points (10%)
Cost, Pricing and Resource Allocation	35 points (35%)
Organization and Past Performance	15 points (15%)
Additional Requirements	N/A
<b>Total</b>	<b>100 points</b>

**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 1<sup>st</sup>, 2023**

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.

Applicants must complete and submit the attached donor certifications, which are included in Section X. ATTACHMENTS. If selected, applicants agree to follow *International Medical Corps' Fraud Policy*. A copy of the policy is included in Section X. ATTACHMENTS.

#### 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 is included and a part of International Medical Corps' Request for Application (RFA).

- a. ATTACHMENT A: International Medical Corps' Conflict of Interest Certification
- b. ATTACHMENT B: International Medical Corps' Fraud Policy

