

USAID Advancing Nutrition HEmoglobin MEasurement (HEME) Laboratory Validation Study REQUEST FOR APPLICATION (RFA)

RFA No.: USAID-AN-32-2021

Issuance Date: February 5, 2021

Closing Date for Questions: February 15, 2021, 17:00 EST

Responses Date to Questions: February 19, 2021

Due Date: March 15, 2021, 17:00 EST

Dear Prospective Applicant,

JSI Research & Training Institute, Inc. (JSI) is soliciting applications for a USAID Advancing Nutrition grant program to conduct a laboratory validation of different types of blood samples from the same individual but analyze using different instruments in a laboratory setting. USAID Advancing Nutrition provides technical support for country-led scale-up of effective, integrated, sustainable nutrition-specific and nutrition-sensitive policies, programs/interventions, and systems. Achieving this scale-up will contribute to improved human nutritional status and health—the overall goal of the U.S. Government’s Multi-sectoral Nutrition Strategy—and to USAID’s objectives for preventing child and maternal deaths, the Global Food Security Strategy, and Achieving an AIDS-Free Generation.

Awards under this solicitation will be grants from USAID Advancing Nutrition, which is a contract issued by USAID and led by JSI and a consortium of partners. USAID Advancing Nutrition is subject to applicable USAID regulations and provisions

Under this solicitation, USAID Advancing Nutrition anticipates awarding up to five grants for an estimate amount up to USD \$50,000 each over a period of six (6) months.

Please read the RFA in its entirety. Confirm that your organization meets the Eligibility Requirements (Section A6), and ensure that your Application addresses all items listed in the Instructions to Applicants (Section B) and in the Evaluation Criteria (Section C2).

Applications must be submitted in English by March 15, 2021, at 17:00 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 grants@advancingnutrition.org.

The RFA consists of this announcement and the following:

- Section A. USAID Advancing Nutrition Grants program
- Section B. Instructions to Applicants
- Section C. Evaluation Process and Criteria
- Section D. Terms of Application
- Section E. Mandatory and as Applicable Standard Provisions
- Section F. RFA Appendices

Questions concerning this solicitation should be submitted by email to grants@advancingnutrition.org by 17:00 EST on February 15, 2021. A list of all questions and the responses to these questions will be compiled and posted on the JSI solicitations webpage (<https://www.jsi.com/partner-with-jsi/solicitations/>) by February 19, 2021. If any problem is encountered accessing the solicitation, please email grants@advancingnutrition.org.

Applications will be reviewed by a technical committee that will evaluate the Applications according to Evaluation Criteria (Section C2). The committee will determine which organizations will be funded based on the submitted Applications. USAID Advancing Nutrition will use the conclusions of the technical committee, together with an evaluation of the costs, as the basis for a grant with the successful Applicants.

Issuance of this solicitation, or the submission of an Application, does not constitute an award commitment on the part of the United States Government and/or JSI, nor does it commit the United States Government and/or JSI to pay for costs incurred in the preparation or submission of an Application. The United States Government reserves the right not to fund any of the Applications received. All recommendations for funding are contingent on the approval of USAID Advancing Nutrition's Contracting Officer's Representative at USAID.

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

Sincerely,



Ryan Macabasco
Director of Finance and Operations
USAID Advancing Nutrition
Email: ryan_macabasco@jsi.com

Statement of confidentiality: All information submitted for this RFA, regardless of the communication form, is given in absolute confidence and may not be disclosed without a written permission.

A. USAID Advancing Nutrition Grants Program

A.1 USAID Advancing Nutrition Objective(s)

USAID Advancing Nutrition, the Agency's flagship multi-sectoral nutrition project, comprises a group of diverse, experienced partners led by JSI. The project provides assistance to USAID Missions and partners working at local, regional, and national levels to improve nutritional status and health outcomes where the burden of malnutrition is highest. Our work targets the individuals most at risk of malnutrition, especially young children, their caregivers, and women of reproductive age (WRA). The project strives to sustain positive outcomes by building local capacity, supporting behavior change, and strengthening the enabling environment to save lives, improve health, build resilience, increase economic productivity, and advance development.

A2. Project Grants Program Objective(s)

Through the grant program, the project hopes to identify the best procedures and methods for determining hemoglobin (Hb) concentration, and therefore the anemia prevalence, in population surveys. The applicant will be required to conduct a laboratory-based validation study per protocol. The protocol details the research questions and methods to be used in assessing the performance of 1–3 HemoCue models (201+, 301, and 801) in comparison to a certified hemoglobin autoanalyzer, using venous, pooled capillary, and single-drop capillary blood samples. These samples are expected to be obtained from WRA and children 12–59 months of age in a laboratory setting, which is typically a clinical or health care facility with a diagnostic laboratory, in a low- or middle-income country (LMIC).

A3. Project Grants Program Scope of Work

The scope of the grants program is to support researchers to conduct validation studies of different Hb measurement instruments, using different types of blood samples from the same individual. The program aims to validate the methodologies in both laboratory and field settings. However, the award of the current grant program will support only the laboratory validation. Please refer to the attachment titled, "Protocol for Comparative Evaluation of Blood Sampling Methods and Analytical Devices in the Measurement of Hemoglobin in Population Surveys –A Laboratory Study" (RFA Appendix 1) for details about the grants program, including the background, the aim, specific research questions, research methods, and outcomes. We might release subsequent RFAs for studies to be conducted in field settings after the analysis, discussion, and conclusion of the laboratory studies.

A4. Estimate Funds Available

The funds available for the grants program is estimated up to \$50,000 each for up to five grant recipients.

A5. Start Date and Performance Period

The anticipated performance period of the grants is April 16, 2021 to September 15, 2021.

A6. Eligibility Requirements

To be eligible to apply for a grant, an organization must meet ALL of the following criteria:

- 1) Be a registered organization in the country in which the study will be conducted or partner with an organization that is registered in the country in which the study will be conducted.

- 2) Manage or partner with an organization that manages a laboratory that meets the requirements set in the “Central Laboratory Requirements” section of the protocol.
- 3) Have the study laboratory in an LMIC. LMICs have per capita income as defined using the World Bank classification system (according to gross national income per capita; <http://data.worldbank.org/about/country-classifications/country-and-lending-groups>).
- 4) Have more than five years of experience in conducting research studies.
- 5) Be capable of conducting this research in an LMIC.
- 6) Have adequate financial and administrative policies and procedures and requisite controls to ensure good stewardship of the USAID funds.
- 7) Have access to necessary infrastructure such as offices, basic equipment, and amenities.

B. Instructions to Applicants

B1. General Information

All applicants must submit one grant application package in **English** to grants@advancingnutrition.org by **March 15, 2021**, at **17:00 EST**. The subject line in the email needs start with the RFA No, ‘**USAID-AN-32-2021**.’ No more than one application may be submitted by each applicant. USAID Advancing Nutrition will confirm receipt via email of all applications within four calendar 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 A6).

Questions concerning this solicitation should be submitted by email to grants@advancingnutrition.org by **17:00 EST** on **February 15, 2021**. A list of all questions and the responses to these questions will be compiled and posted on February 19, 2021. 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 United States Government and/or JSI. Costs incurred by organizations in the preparation and submission of an application will not be reimbursed by the United States Government and/or JSI. JSI and the United States Government 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 C2. 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 Contract Officer’s Representative of USAID Advancing Nutrition at USAID/Washington. Successful applicants will be awarded a grant from JSI on behalf of USAID Advancing Nutrition.

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 USAID Advancing Nutrition within 10 calendar days of

receiving notice of the committee's final decision. USAID Advancing Nutrition 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 Documentation as per the U.S. Government's mandatory (and, as applicable, standard provisions). Each component is described below. Please see Appendix 2 for a summary of the application package components that will be required.

B2. Confirmation of Eligibility

Applicants must confirm that they are eligible for funding by completing the eligibility requirements form (see template in RFA Appendix 3). The completed template must be submitted with the application as an attachment and should be labelled as **Appendix A.**

Eligibility Requirement (Microsoft Word or PDF). Please refer to Section A6 (above) for the eligibility requirements.

B3. Technical Application Instructions

The Technical Application describes how the applicant intends to carry out the project according to the protocol in RFA Appendix I. It should be concise, specific, and complete, and demonstrate a clear understanding of the work to be undertaken and the responsibilities of all parties involved. It must demonstrate the applicant's eligibility, particularly its organizational capabilities, past experience conducting similar work, and staff expertise to execute the proposed project.

Formatting Requirements

Applicants must follow the following formatting requirements:

1. Technical Applications may be no more than 11 pages in length. The following are NOT included in the 11-page application limit: cover page, table of contents, acronym list, and attachments. If applications exceed the page limit, only the first 11 pages will be reviewed.
2. The technical details of the application must derive from the research methods outlined in the laboratory validation protocol attached to this RFA (RFA Appendix I).
3. The application must be submitted in English.
4. The application should be typed using a font size of 12 Times New Roman, except within tables and in the budget section, where the font size may be smaller but must be easily readable.
5. Single spacing should be used.
6. The application should be typed on Microsoft Word with print areas set to 8.5 x 11 inches, letter-sized paper with 1-inch margins.
7. Page numbers should be included on each page and must appear in the footer.
8. Only electronic submissions in Microsoft Word or Adobe PDF format will be accepted. Do not send a hard copy of the application via mail or fax.
9. Applicants should NOT submit any additional documents or photographs with their applications.

Technical Application Components

Applicants must order the components of their Technical Applications as follows, and the sections should be combined and submitted in one Microsoft Word document:

1. Cover page (1 page, NOT included in the page limit)
2. Table of contents (1 page, NOT included in the page limit) (optional)
3. List of acronyms (1 page, NOT included in the page limit) (optional)
4. Executive summary (1 page suggested)
5. Technical description (4–5 pages suggested)
6. Implementation plan (1–1½ page suggested)
7. Ethical considerations plan (½ page suggested)
8. Staffing (½–1 page suggested)
9. Organizational experience (1 page suggested)
10. COVID-19 mitigation (½–1 page suggested)

Attachments to the Technical Application

Each of the documents listed below should be submitted as separate email attachments, which are not included in the page limit. Applicants should label these documents as appendices as follows:

- **Appendix B. Signed cover page** (see cover page template in RFA Appendix 4; PDF)
- **Appendix C. Ongoing and past performance information tables** (see template in RFA Appendix 5; Microsoft Word)
- **Appendix D. Staff CVs for key personnel** (Microsoft Word or PDF)

Technical Application Guidance

Cover page

Please use the cover page template (RFA Appendix 4) to develop the application's cover page. It includes space for applicants to provide the following information: organization name; proposed project title; organization address, telephone, and email; authorized contact person name and title, telephone, and email; secondary authorized contact person name, title, telephone, and email; organization's legal status, TIN/tax no. (if applicable), and location of registration; project implementation location (country, region, district, department, etc.); project implementation period; total amount of funding requested (in USD\$ and local currency); and anticipated cost share, if applicable. A cover page that is signed by an individual authorized to do so on behalf of the applicant should also be included as an attachment to the technical application as a PDF.

Executive summary (1 page suggested)

The executive summary should provide an overview of applicant's approach to this study and prior relevant experience in laboratory studies. The applicant should also describe how the organization is capable of delivering the results of the study.

Technical description (4–5 pages suggested)

The applicant should describe the steps that it would take to implement the protocol (RFA Appendix I). The details of the sections below must be derived from methods outlined in the protocol. However, additional details that are expected from the applicant in each section are stated. The project proposal should include the following sections:

1. **Background:** Use the protocol's background as the background for the application.
2. **Aim of the research activity:** The protocol lists the aim, which can be reproduced in the Application.
3. **Research questions:** The protocol has the listed research questions, which should form the basis of the application. The questions list all the HemoCue devices currently available for large-scale population surveys. However, we allow that the applicant can specify how many and which of the HemoCue devices (one, two, or three) will be evaluated as part of the protocol. The data from all five grants will be pooled for a meta-analysis of individual patient data. For that purpose, we would like an equal representation of the 20I+ and 30I models, which are the models currently in use around the world. We recognize that the 80I model is not in widespread use, but we would like to collect more information on that model. Thus, the applicant should note the HemoCue models that it is including in its application.
4. **Methods:** The methods section of the protocol lists a general strategy for carrying out the study (e.g., recruitment). However, we would like the applicant to detail the specific steps that it will take to implement the protocol, from institutional review board (IRB) approvals to carrying out the study, to reporting results to USAID Advancing Nutrition. We are interested in the following:
 - a. Strategy for recruitment of patients.
 - b. Process flow from recruitment to blood sampling and further to measurement of hemoglobin on various devices, as per protocol. We will assess the applicant's ability to identify errors that are known to influence the measurement of hemoglobin, and the steps that the applicant will take to minimize those errors.
 - c. Reporting of results.
5. **Plan for result reporting:** This section will describe a results template and sharing the results with USAID Advancing Nutrition. The applicant shall also include details of the data collection methods, data analysis software, and process of sharing the results and underlying analysis code with USAID Advancing Nutrition.
6. **Quality assurance:** The applicant will describe a plan to assure the quality of the work and accuracy of the data produced. This would not require a detailed monitoring and evaluation plan, only a plan for monitoring of the implementation of the study. This will describe the steps that the applicant will take to ensure adherence to protocol, and document and correct deviations from protocol. For example, if the phlebotomist is unable to obtain a drop/pool of capillary or venous blood from a child, the study team will recruit the next eligible child, and document the reasons for not including the previous child.

Implementation plan (1–2 pages suggested)

This section will identify the tasks over the grant's duration. The applicant should provide details on the various tasks, from the time the grant is awarded to the point of reporting results to USAID Advancing Nutrition. The applicant will detail any assumptions and constraints in meeting the objective of the project. Details should include in table form the due date and project personnel responsible for each task. The applicant may also include a GANTT chart, but it is not required.

Ethical considerations plan (1/2 page suggested)

We would like the applicant to include the estimated time for approval by the local IRB. In addition to approval by the local IRB, all successful applicants will be required to submit their study protocols to the JSI IRB. If the local IRB is registered with the United States Office for Human Research Protections, we will allow an expedited review of the materials approved by the local IRB. You can find the status of local IRBs by conducting an advanced search by country on this [website](#).

Staffing (1/2–1 page suggested)

This section describes the overall staffing and management. We would like the applicant to include the following:

1. Key personnel: Among the key personnel for supervising the study, we are looking for training and experience in hematology, biochemistry, biomedical laboratory science, laboratory-based research, and implementation science and research.
2. Administrative support.

Grantees may be asked to provide CVs and level of effort of project personnel.

Organizational experience (1 page suggested)

In this section, applicants should describe their existing organizational structure, identify their strengths, and articulate their commitment to working with USAID Advancing Nutrition:

The applicant should:

- Briefly describe how the organization's available resources and infrastructure including office and lab space, would be used to conduct the project.
- Briefly describe the organization's experience implementing similar research projects.
- Complete at least one and as many as five ongoing and past performance tables (RFA Appendix 5) to demonstrate the organization's relevant experience. Each table should describe only one project. Tables should be submitted together as a separate attachment.

COVID-19 mitigation (1/2–1 page suggested)

This funding will be provided during a time when countries are affected by and responding to the COVID-19 pandemic. Award recipients will be expected to follow all COVID-19 guidelines and regulations of the country/region in which the study will take place. In this section, the applicant must describe the steps that it will take to conform to local COVID-19 guidelines.

B4. Cost Application Instructions

The Cost Application has three main components: Summary Budget, Detailed Budget, and Budget Notes/Narrative, which should be submitted as three separate appendices in the application.

Summary Budget

The Detailed Budget Template (RFA Appendix 6) includes a tab called the Summary Budget (tab 2), which will fill automatically based on the information the applicant inserts into the Detailed Budget (tab 3). Once the applicant has finalized the Detailed Budget, information from the Summary Budget tab should be copied to the Summary Budget Template (RFA Appendix 7). This Microsoft Word file should be included with the application as an attachment.

Detailed Budget

Applicants should carefully read the first tab (Budget Guidelines) of the Detailed Budget Template (RFA Appendix 6) before entering data into the budget template. The Detailed Budget (tab 3) should include all costs associated with the implementation for the activity proposed, as well as the cost share (if any). However, cost share is not required. No profit or fee may be charged.

Please note that the cost information should be entered in **USD\$ in the Detailed Budget**.

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

1. **Staff/salary and 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 are 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.
Fringe Benefits. 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 and transportation.** Travel is not included in this activity. This section can be left blank.
5. **Equipment.** Include equipment with a unit value of \$500 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 \$500 or more for each piece of equipment

6. **Program activities (if any).** This category should only be used if the activity includes significant program-related procurement of services or goods (20 percent or more of the total budget [e.g., significant costs related to training, or goods to be purchased and distributed]). Relatively small program-related services under 20 percent of the total budget should be included under “other direct costs.”
 7. **Other direct costs.** All costs in this category must be described in detail. Examples of other direct costs are communication, printing, and postage.
 8. **Total direct costs.** Calculate the sum of total direct costs from line items “1” through “7.”
 9. **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). Indirect costs are not allowed to be budgeted in response to this RFA.
 10. **Total project costs.** Calculate the sum of total project costs, line items “8” and “9.”
- Please note that if the applicant is a for-profit organization, a fee is not an allowable cost.

USAID Advancing Nutrition may request additional detailed budget information following notification to an applicant that it is under consideration for an award. If necessary, USAID Advancing Nutrition 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 USAID Advancing Nutrition for all aspects of the project.

All successful applicants will have to have **active System for Award Management (SAM) registration** status and a data universal numbering system (**DUNS**) number before receiving any funds from USAID. To obtain a DUNS number, go to: <https://fedgov.dnb.com/webform/>. For SAM registration, visit: <https://www.sam.gov/SAM/>.

Budget Notes/Narrative

Applicants should include Budget Notes/Narrative to explain each cost associated with the Detailed Budget. Use the Budget Notes/Narrative Template included in RFA Appendix 8.

Attachments for the Cost Application

Each of the documents listed below should be submitted as separate email attachments. These documents are not included in the page limit. Applicants should label these documents as appendices, as numbered here:

- **Appendix E. Detailed Budget** (see template in RFA Appendix 6; Microsoft Excel)
- **Appendix F. Summary Budget** (see template in RFA Appendix 7; Microsoft Word)
- **Appendix G. Budget Notes/Narrative** (see template in RFA Appendix 8; Microsoft Word)

Certifications/Registration and Documentation

The following documents should be included as separate attachments with the application.

- **Appendix H.** Copies of the organization's registration and/or certification
- **Appendix I.** A signed Certification of Financial Responsibility (template in RFA Appendix 9)

The following document should be reviewed, but **do not need** to be included at this time. Only successful applicants will be required to sign these certifications during the award agreement:

- Certification Regarding Terrorist Funding (RFA Appendix 10).

C. Evaluation Process and Criteria

C1. Evaluation Process

A technical committee will evaluate the applications using the criteria below and determine which organizations will be funded.

C2. Evaluation Criteria

The following evaluation criteria: 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 a scale of 100 possible points, per the criteria defined below. The weighting of the application sections will be accorded the indicated values.

Section	Criteria
Technical description 35 points	Demonstrates a clear understanding of the aims, research questions, and methods outlined in the protocol. Plan for reporting of results is clearly explained Quality assurance plan outlined in the application identifies steps to ensure adherence to and a mitigation plan for deviations from the protocol.
Implementation plan 20 points	Describes activities that meet the project objectives and are feasible within the timeline. Describes constraints. Describes measures to protect study volunteers and staff from COVID-19.
Staffing 10 points	Demonstrates qualifications of the proposed key personnel to carry out technical and managerial requirements of the project. Describes how other proposed roles (full-time staff, part-time staff, and/or consultants) will support the project.
Organizational experience 15 points	Demonstrates a strong record of accomplishment for the type of work proposed, including prior experience in laboratory-based research. Shows how the organization offers the technical expertise to conduct the activities required to achieve the objectives. Ongoing and past performance tables indicate the ability to manage a project at this scale and of this type.
Cost effectiveness 20 points	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.
Total = 100 points	

USAID Advancing Nutrition will notify all applicants of their review status at the conclusion of the evaluation process, which is when final approval is obtained from USAID. Successful applicants may enter negotiation at this phase. This does not guarantee that a grant will be obtained. Unsuccessful applicants will receive notification in writing.

D. Terms of Application

1. **Deadline.** Applications must be received by the designated deadline, (March 15, 2021, at 17:00 EST) or they will not be considered. Late applications will not be reviewed.
2. **Questions of clarification** Interested organizations should direct any questions about the RFA in writing via email to grants@advancingnutrition.org by 17:00 EST on February 15, 2021. A list of all questions and their responses will be compiled and posted on February 19, 2021. All correspondence with the project pertaining to this RFA must reference the contact person and RFA number on page 1.
3. **Application validity.** Applications must remain valid for a minimum of 90 days and signed by an authorized official.
4. **Language.** The application, as well as correspondence and related documents, should be in English.
5. **Negotiations.** It is anticipated that grants will be awarded solely on the basis of information received. The project reserves the right to request additional information and conduct negotiations with any potential applicant prior to awarding a grant.
6. **Rejection of applications.** This document is a request for application only, and in no way obligates JSI, USAID Advancing Nutrition, or USAID to make an award. The project 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 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 this link: [Specially Designated Nationals And Blocked Persons List Human Readable Lists](#)

DI. Mandatory and as Applicable Standard Provisions

The following provisions will be included as part of the grant award.

Standard Provisions for Non-U.S. Nongovernmental Organizations:

[ADS Mandatory Reference 303mab - Mandatory Standard Provisions For Non-US Nongovernmental Recipients \(https://www.usaid.gov/sites/default/files/documents/303mab.pdf\)](https://www.usaid.gov/sites/default/files/documents/303mab.pdf)

Standard Provisions for U.S. Nongovernmental Organizations:

[Mandatory Reference: Mandatory Standard Provisions for US Nongovernmental Recipients \(https://www.usaid.gov/sites/default/files/documents/303maa.pdf\)](https://www.usaid.gov/sites/default/files/documents/303maa.pdf)

Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations:

[ADS Reference 303mat - Standard Provisions for Fixed Amount Awards to Nongovernmental Organizations](https://www.usaid.gov/sites/default/files/documents/303mat.pdf) (<https://www.usaid.gov/sites/default/files/documents/303mat.pdf>)

F. RFA Appendices

RFA Appendix I: Protocol for Comparative Evaluation of Blood Sampling Methods and Analytical Devices in the Measurement of Hemoglobin in Population Surveys – A Laboratory Study

Please see the attached PDF for the protocol.

RFA Appendix 2: Application Package Components

Technical Application Components

The following sections should be combined and submitted in one Microsoft Word document:

1. Cover page
2. Table of contents (1 page, NOT included in the page limit) (optional)
3. List of acronyms (1 page, NOT included in the page limit) (optional)
4. Executive summary
5. Technical description
6. Implementation plan
7. Ethical considerations plan
8. Staffing (½–1 page suggested)
9. Organizational experience (1 page suggested)
10. COVID-19 mitigation

Attachments

Submit each of the documents listed below as a separate email attachment. These documents are not included in the 11-page limit. Applicants should label these documents as appendices as follows:

- Appendix A. Eligibility Requirement (see template in RFA Appendix 3; Word or PDF)
- Appendix B. Signed cover page (see template in RFA Appendix 4; Word or PDF)
- Appendix C. Ongoing and past performance information tables (see template in RFA Appendix 5; Microsoft Word or PDF)
- Appendix D. Staff CVs for key personnel (Microsoft Word or PDF)
- Appendix E. Detailed budget (see template in RFA Appendix 6; Microsoft Excel)
- Appendix F. Summary budget (see template in RFA Appendix 7; Microsoft Word or PDF)
- Appendix G. Budget notes/narrative (see template in RFA Appendix 8; Microsoft Word or PDF)
- Appendix H. Copies of the organization's registration and/or certification
- Appendix I. A signed certification of financial responsibility (see template in RFA Appendix 9; Microsoft Word or PDF)
- Appendix J. External quality assurance from the past three years - External quality assurance results from the past three years from the laboratory where the study will be carried out (as per the requirements set down in the "Central Laboratory Requirements" section of the protocol). (Microsoft Word)

RFA Appendix 3: Eligibility Requirements Template

1. Is your organization a local entity in the study country?

Yes No

- Is your organization registered to operate legally and administratively in the study country? Yes No

2. Is your laboratory located in a low- or middle-income country (LMIC)? LMICs are countries of per capita income as defined using the World Bank classification system (according to gross national income per capita; <http://data.worldbank.org/about/country-classifications/country-and-lending-groups>).

Yes No

3. If your organization is a U.S. or international organization and a local partner, respond to the following question; otherwise go to question 4:

- Is your local partner registered to operate legally and administratively in the study country? Yes No

4. Do you or your local partner manage a laboratory that meets the requirements set down in the “Central Laboratory Requirements” section of the protocol? Yes No

5. Do you have over five years of experience in conducting research studies? Yes No

6. Are you capable of conducting this research in an LMIC? Yes No

7. Does your organization have adequate financial and administrative policies and procedures and requisite controls to ensure good stewardship of the USAID funds? Yes No

8. Does your organization have access to infrastructure such as laboratory, offices, basic equipment, and amenities necessary? Yes No

If you answered ‘yes’ to question 4, please provide external quality assurance results from the past three years (as Appendix I of the Application).

If you answered ‘yes’ to questions 4, 5, 6, please indicate the details as per the template in “Appendix 5: Ongoing and past performance information tables.”

RFA Appendix 4: Cover Page Template

A. Organization name	
B. Proposed project title	
C. Organization address, telephone, and email	
D. Authorized person name, title, telephone, and email	
E. Secondary authorized person name, title, telephone, and email	
F. Organization's legal status (nongovernmental organization, for profit, U.S. or non-U.S., etc.), TIN/tax no., and location of registration	
G. Project implementation location (country, region/county(s), districts(s), department(s), etc.)	
H. Project implementation period	
I. Total amount of funds requested (in USD\$)	
J. Anticipated cost share if applicable	

Authorized name

Title

RFA Appendix 5: Ongoing and Past Performance Information Table

Organization name	
Project name	
Project objective (up to 150 words)	
Activities undertaken (up to 150 words)	
Geographic location (district, sub-county, village, parish, etc.)	
Donor contact information (name and address of donor, and name of project contact and phone number)	
Period of implementation (start and end dates)	
Total project budget and average annual budget	
Results statement: A strong results statement includes the number of people who are expected to benefit in a specific way from the project. It is a description of the changes or improvements that are expected as a result of the project (up to 150 words).	

Confidential

JSI Research & Training Institute, Inc.

RFA Appendix 6: Detailed Budget Template

Detailed budget

Please see [Tab 3](#) in attached Microsoft Excel file

RFA Appendix 7: Summary Budget Template (Word File)

Please see Tab 2 in attached Microsoft Excel file, with the table reproduced below

Organization Name:

Country Name :

Project Title:

Project Period:

Summary Budget

COST CATEGORY DESCRIPTION	TOTAL USAID REQUESTED FUNDS (\$USD)	TOTAL COST SHARE (\$USD)	PROJECT TOTAL COSTS (\$USD)
I. PERSONNEL			
II. FRINGE BENEFITS			
III. CONSULTANTS			
IV. TRAVEL & TRANSPORTATION			
V. EQUIPMENT			
VI. PROGRAM ACTIVITIES			
VII. OTHER DIRECT COSTS			
TOTAL DIRECT COSTS			
VIII. INDIRECT COSTS			
TOTAL PROJECT COST			

RFA Appendix 8: Budget Notes/Narrative Template

I. Personnel/salary

Identify staffing requirements by each position title and brief description of duties.

In addition, please list level of efforts (number of months working per six months), monthly salary, and number of employee(s) (Example: One administrative director working full time for 6 months: 6 months X \$2,500/month X 1 person; calculation: $6 \times \$2,500 \times 1 = \$15,000$)

Note: The applicant may decide to offer professional time from study investigators as a cost-share arrangement, representing an institutional contribution to this project.

II. Fringe benefits

State benefit costs separately from salary costs and explain how benefits are computed. If allowances and benefits are budgeted by staff member rather than by type, provide the breakdown of what is included in the monthly amount. If benefits are computed for each category of employee per fringe benefit rate, specify type and rate.

III. Consultants

Direct consultants hired as part of this project must be listed. Daily (or monthly) rates and planned number of days (or months) per six 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 (e.g., consultant A: $\$100/\text{day} \times 10 \text{ days} = 1,000$).

IV. Travel

This activity will not require travel.

V. Equipment

Provide justification for any equipment purchase, defined as tangible personal property having a useful life of more than one year and an acquisition cost of \$500/unit or more. List the item, quantity, estimated unit cost, projected source, and origin.

VI. Program activities (if any)

This category should only be used if the activity includes significant program-related procurement of services or goods (20% or more of the total budget) (e.g., significant costs related to training or goods to be purchased and distributed). Relatively small program related services under 20% of the total budget should be included under "other direct costs."

VII. Other direct costs

Items not included above should be listed here, and each cost must be justified. This line item may include communications, supplies, postage, printing, equipment under \$500, office rent, etc. Also, costs of any non-programmatic professional services, if any, being procured through a contract mechanism (such as audit costs) should be included here. The narrative should provide a breakdown by listing items separately using unit costs and the percentage of each unit cost being charged to the grant (e.g., telephone: $\$50/\text{month} \times 50\% \times 6 \text{ months} = \$25 \times 6 = \$150$).

VIII. Indirect costs

Describe the indirect cost rate and the base to which it is applied.

RFA Appendix 9: Certification of Financial Responsibility Template

Organization's letterhead

CERTIFICATION OF FINANCIAL RESPONSIBILITY TEMPLATE

INSERT APPLICANT NAME confirms that the following are true:

1. **INSERT APPLICANT NAME** has adequate financial resources or the ability to obtain such resources as required during the performance of the award.
2. **INSERT APPLICANT NAME** has the ability to comply with the award conditions, taking into account all existing and currently prospective commitments.
3. **INSERT APPLICANT NAME** has a satisfactory record of performance.
4. **INSERT APPLICANT NAME** has a satisfactory record of integrity and business ethics.
5. **INSERT APPLICANT NAME** is otherwise qualified and eligible to receive a grant award under applicable laws and regulations.

Authorized name

Title

Organization

Address

RFA Appendix I0: Certification Regarding Terrorist Financing Template

FOR REFERENCE ONLY: DO NOT SUBMIT WITH APPLICATION

CERTIFICATION REGARDING TERRORIST FINANCING

Within the following certification the term “JSI” shall be substituted for the term “USAID.”
“Quote/proposal” shall be substituted for the term “application.”

CERTIFICATION:

By signing and submitting this certification, the prospective recipient provides the certification set out below:

1. The Recipient, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.

2. The following steps may enable the Recipient to comply with its obligations under paragraph 1:

a. Before providing any material support or resources to an individual or entity, the Recipient will verify that the individual or entity does not (i) appear on the master list of Specially Designated Nationals and Blocked Persons, which list is maintained by the U.S. Treasury’s Office of Foreign Assets Control (OFAC) and is available online at OFAC’s website:

<https://www.treasury.gov/ofac/downloads/sdnlist.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to the Recipient.

b. Before providing any material support or resources to an individual or entity, the Recipient also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Usama bin Laden, or the Al Qaida Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Recipient should refer to the consolidated list available online at the Committee’s website:

<http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.

c. Before providing any material support or resources to an individual or entity, the Recipient will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.

d. The Recipient also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.

3. For purposes of this Certification:

a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice or assistance, safehouses, false

documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.”

b. “Terrorist act” means:

(i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or

(ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by subnational groups or clandestine agents; or

(iii) any other act intended to cause death or serious bodily injury to a civilian, or to any other person not taking an active part in hostilities in a situation of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. “Entity” means a partnership, association, corporation, or other organization, group or subgroup.

d. References in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the ultimate beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Recipient has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

e. The Recipient’s obligations under paragraph I are not applicable to the procurement of goods and/or services by the Recipient that are acquired in the ordinary course of business through contract or purchase, e.g., utilities, rents, office supplies, gasoline, etc., unless the Recipient has reason to believe that a vendor or supplier of such goods and services commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

This Certification is an express term and condition of any agreement issued as a result of this application, and any violation of it shall be grounds for unilateral termination of the agreement by USAID prior to the end of its term.

OFFEROR: _____

Authorized Signatory: _____

Title: _____

Date: _____