

Pre-Grant Announcement

inviting

**Expression of Interest (EOI) - EOI/OVC/19/002**

from NGOs for

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**Reaching Children of Key Populations and Adolescents in Maharashtra  
(Mumbai, Pune and Thane districts)**

LINKAGES Across the Continuum of HIV services for Key Population Affected by HIV

Due Date for Application: **May 30, 2019**

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## Expression of Interest (EOI)

**EOI Title:** *Reaching Children of Key Population and Adolescents in Maharashtra*

**Issued On:** *May 10, 2019*

**Application Deadline:** *May 30, 2019*

**Submission Format:** *Electronic through email*

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### **I. INTRODUCTION & BACKGROUND:**

In June 2014, the U.S. Agency for International Development awarded FHI 360 the Linkages across the Continuum of HIV Services for Key Populations Affected by HIV (LINKAGES) project, a global cooperative agreement funded by the U.S. President's Emergency Plan for AIDS Relief (PEPFAR). The Project is being implemented by FHI 360, a US based non-governmental organization, has been working in India for almost two decades and is well recognized in the country today for its technical excellence, robust research and evidence-based integrated programming.

Under LINKAGES in India, the project aims to achieve the 90-90-90 targets of reach, test, treat and retain Key Populations (KP) across the HIV cascade of services. In addition, LINKAGES focuses on reaching children of KP and adolescents to address their vulnerabilities and to link them to a comprehensive package of services including – health, nutrition, social protection, education and vocational training / livelihood support in the three PEPFAR focus districts of Maharashtra ( Mumbai, Pune and Thane) where LINKAGES is already supporting interventions for KPs,

### **II. PURPOSE:**

The scope of work for the Children of KP intervention builds on the existing LINKAGES Project and makes it comprehensive by addressing needs of children of KPs (female sex workers, men who have sex with men and people who inject drugs).

The goal of the intervention is to improve health and well-being of all children of KPs through age-appropriate, tailored interventions and linkages to critical health and non-health services and support.

FHI 360 is looking to hire **NGO/CBO(s)**, that will lead this effort by providing technical assistance to the targeted intervention (TI) sites in the the three priority intervention districts namely – **Mumbai, Thane and Pune.**

**Based on the applications received, FHI 360 will decide on issuing either one award or two as detailed below:**

- 1.) One award to an organization that will work with children of all KP groups i.e. FSW, MSM and PWID; or**
- 2.) Two separate awards to organizations that will work with children of MSM and children of FSW and PWID respectively.**

The purpose of this Expression of Interest (EOI) application is to call local non-profit organizations in Maharashtra to implement interventions for children of KPs, adolescents and caregivers in the proposed districts (Mumbai, Pune and Thane).

**The period of performance will be from August 1, 2019 to September 30, 2019, extendable by one year, subject to availability of funds.**

### **III. ELIGIBILITY**

#### **A. To be eligible to apply to this EOI, the following criteria must be met:**

- The application must be legally registered national or regional civil society/non-governmental organization (CSO/NGO);
- The agency must have a valid Foreign Currency Regulation Act (FCRA) registration to accepting foreign funding and managing donor funds;
- Applicant that have received USG funding directly or indirectly are highly desirable.
- Any organization receiving a U.S. Government-funded subaward **MUST** have a DUNS (Data Universal Numbering System) number. Visit: <http://fedgov.dnb.com/webform> and [registration with SAM.gov: http://www.sam.gov](http://www.sam.gov) if selected.(FHI 360 will not be able to issue USG-funded subawards to organizations that do not have a DUNS number and not have valid registration with SAM.gov).
- The applicant should have a fund handling capacity of at least INR 20 lakhs per annum.
- The average of the applicant's total income over the last two years should be equal to or more than INR 50 lakhs.

- The applicant must have previous experience of implementing HIV/Key population projects in Maharashtra , especially with MSM. Experience of working with children is desirable.

**B. FHI 360 will not fund:**

- The CSOs / NGOs that have been blacklisted by the Department of Home Affairs, Government of India
- Applications for implementing the program in more than one State.

**IV. PROPOSAL SUBMISSION REQUIREMENTS**

The applicant will provide the following documents (in electronic format) as part of the EOI (As per **Annexure I**)

- A copy of the organization's registration certificate-the official registration document provided by the relevant authorities.
- A copy of a valid FCRA certificate with registration number issued by the Ministry of Home Affairs, Government of India.
- A copy of the organization's audited accounts for the past two years(it must include both the accounts and the opinion of the external auditor who has certified them).
- A matrix indicating the total current staffing within your organization, including paid, full-time and / or part-time staff, and date of joining. (As per **Annexure II**)
- Names of at least 2-3 donors each for both national and international/UN funders whose funds have been received in the past three years with names and contact details of the Project Monitor of the funding agency.

**V. CRITERIA FOR EVALUATION**

- Applications against this EOI will be assessed based on the eligibility criteria mentioned above and technical responses to the EOI as Annexed below.
- A two-stage process will be followed by FHI 360 to select the appropriate agency:

**(a) Pre-qualification stage:** Applications received will be first reviewed against the eligibility criteria defined. The technical responses to Annexure I will be reviewed and rated by a Technical Review Committee (TRC) for only those agencies that qualify all the eligibility criteria.

**(b) Pre-award and organizational assessment:** The agency that scores the highest rating by the TRC will qualify for a pre-award review and organizational assessment which will be undertaken by FHI 360 through a visit to the CSO/NGO office / field.

**VI. Application Contents**

Respondent will develop their applications based on their understanding of needs, their prior institutional experience and their determination of the approaches that would be feasible and successful within the the context of below questionnaire. In all cases, respondent shall clearly explain the rationale for the proposed approaches chosen.

The electronic format of the application should use MS Word 11 pt font, 8½ x 11 sizepaper

- Organization’s legal name
- Contact name and position
- E-mail address
- Telephone number
- Technical Response Question

**Annexure 1: Technical Response Questionnaire**

Evaluation Questions	Word Limit	Total Score
<p><b>Question 1</b></p> <ul style="list-style-type: none"> <li>- State clearly your work in the three priority districts with with KPs and children of KPs background <b>(10 points)</b></li> <li>- State the rationale or need for working with children of KPs <b>(10 points)</b></li> <li>- What package of services would you recommend for children of KPs? <b>(10 points)</b></li> <li>- As a lead partner of LINKAGES, if you were to work with the TI NGOs in your district to reach children of KPs including including adolescents and caregivers, what approaches will you propose to deliver the package of services? <b>(20 points)</b></li> </ul>	<p><b>3-4 pages</b></p>	<p><b>60</b></p>

<ul style="list-style-type: none"> <li>- State the monitoring and reporting plan which you will adopt for the proposed intervention with children of KPs. <b>(10 points)</b></li> </ul>		
<p><b>Question 2</b></p> <ul style="list-style-type: none"> <li>- Provide details of your organizational background and experience in providing technical assistance/implementing projects in relation to HIV/AIDS prevention and treatment for KPs and/or children of KPs. <b>(20 points)</b></li> <li>- Highlight any child-friendly / adolescent-friendly approaches that you may have used / adopted in the past that were helpful to reach children. <b>(10 points)</b></li> <li>- Provide details of your organization’s experience of collaboration and technical assistance with the government, particularly SACS, MDACS and other Departments in relation to HIV/AIDS, KP and children. <b>(5 points)</b></li> <li>- Provide three examples highlighting achievements as a result of your intervention. <b>(5 points)</b></li> </ul>	<p><b>2-3 pages</b></p>	<p><b>40</b></p>

**VII. FUNDING**

A. The announce of total funding will be made at the later stages in discussion with the agency successfully completing the selection process and found suitable for implementing the activities. The funds will be allocated as per the NACO guidelines and local prevailing rates in the state.

FHI 360 anticipates issuing a Standard Grant, in accordance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirement of Federal Awards. The most recent provision can be found at :Electronic Code of Federal Regulations :<http://www.ecfr.gov/cgi-bin/ECFR?page=browse>.

B. None of the funds will be made available under this proposed grant may be used to promote or advocate the legalization or practice of prostitution or sex trafficking. Nothing in the preceding sentence shall be construed to preclude the provision to

individuals of palliative care, treatment, or post-exposure pharmaceutical prophylaxis, and necessary pharmaceuticals and commodities, including test kits, condoms, and, when proven effective, microbicides.

If this grant is for the implementation of HIV/AIDS programs, and if the Grantee is a non-US organization, the Grantee agrees that it is opposed to the practices of prostitution and sex trafficking and hereby certifies that it does not and will not promote the legalization or decriminalization or practice of prostitution or sex trafficking.

- C. Payment will be on a cost reimbursement basis. FHI 360 will reimburse only those direct costs that are identified in the approved sub grant budget and are determined to be allowable and allocable under the cost principles followed by FHI 360.
- D. When incrementally funded, the continued funding of this sub grant will be determined by the availability of funds from FHI 360's donor that is supporting this sub grant. FHI 360 is not liable for reimbursing the sub grantee for any amount in excess of the total obligated amount, or outside of the grant period.

**E. EOI RESPONSE INFORMATION**

All responses to this EOI must be received no later than 5:00 p.m. Indian Standard Time, by May 30, 2019. 3 Separate PDF files should be submitted as below:

Annexure 1- Technical Response Questionnaire

Annexure 2- Organization Details (One PDF file with all supporting)

Annexure 3- Staff details

Note: Subject line of email should be "Pre-Grant Announcement Expression of Interest (EOI)- EOI/OVC/19/002"

The files should be submitted to:

Gaurav Juneja  
Senior Contracts and Grants Officer  
H-5 (Ground Floor) Green Park Extension  
New Delhi, India  
Pin Code: 110 006  
Email: - [gjuneja@fhi360.org](mailto:gjuneja@fhi360.org)

Any inquiries and requests for information affecting this EOI must be submitted by e-mail, to **Gaurav Juneja**: Email: [gjuneja@fhi360.org](mailto:gjuneja@fhi360.org) reference "*Pre-Grant Announcement*"

*Expression of Interest (EOI)- EOI/OVC/19/002*” no later than 5:30 p.m. on date **May 20, 2019**. Inquiries and answers to inquiries will be shared with all respondents. No staff member of FHI 360 must be met or contacted directly to seek any clarification on this EOI. Any respondent found to have done so, will be disqualified from the tendering process.

FHI 360 will not compensate respondent for its preparation of its response to this EOI or Participating for Oral Presentations (if asked / requested).

## **VIII. EOI TERMS AND CONDITIONS**

Respondents are responsible for review of the terms and conditions described below. If relevant, particular attention should be paid to clauses regarding USAID geographic code, marking and branding requirements and equipment and commodity purchases and or any other donor requirement.

**DUNS NUMBER** (Data Universal Numbering System):Mandatory under USG funding. It is mandatory for the offeror to have the DUNS number to receive award from FHI 360 in response to this EOI.

### **Certifications for Non-US, Non-Governmental Recipients**

Certifications are required by FHI 360 and under the USG grant recipients and must be signed, dated and submitted by the authorized official to FHI 360 upon notification of award. Recipients will be required to comply with the content of the certifications as a part of the grant agreement when/if funding is approved.

- Certification Regarding Restrictions on Lobbying
- Certification Regarding Terrorist Financing, Implementing Executive
- Order 13224
- Transparency Act

The above certifications are attached for reference purpose.

### **WITHDRAWALS OF PROPOSALS**

Respondent may withdraw proposals by written notice via email received at any time before award. Proposals may be withdrawn in person by an offeror or his/her authorized representative, if the representative’s identity is made known and the representative signs a receipt for the proposal before award.

### **RIGHT TO SELECT/REJECT**

FHI 360 reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. FHI 360 also reserves the right to reject any or all proposals received without explanation.



**EOI NOT AN OFFER**

This EOI represents only a definition of requirements. It is merely an invitation for submission of proposals and does not legally obligate FHI 360 to accept any of the submitted proposals in whole or in part, nor is FHI 360 obligated to select the lowest priced proposal.

FHI 360 has no contractual obligations with any firms based upon issuance of This EOI. It is not an offer to contract. Only the execution of a written contract shall obligate FHI 360 in accordance with the terms and conditions contained in such contract.

**DISCUSSIONS AND AWARD**

FHI 360 reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. FHI 360 reserves the right to exclude from further consideration any proposal at any time, including after discussions or negotiations have been entered into.

**PRE-AWARD (Due-diligence)**

FHI 360 reserves the right to conduct pre award review of the selected offeror before making a final decision to award.

**PROPOSAL VALIDITY DATE**

All information submitted in connection with this EOI will be valid for three (3) months from the EOI due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the EOI and negotiation process is contractually binding.

**OFFER VERIFICATION**

FHI 360 may contact Respondent to confirm contact person, address, to confirm that the response was submitted for this EOI.

**FALSE STATEMENTS IN OFFER**

Respondent must provide full, accurate and complete information as required by this solicitation and its attachments. At any time that FHI 360 determines that an offeror has provide false statements in the proposal, FHI 360 may reject the proposal without further consideration.

**RESERVED RIGHTS**

All EOI responses become the property of FHI 360 and FHI 360 reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions;

FHI 360 reserves the right to waive any deviations by Respondent from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;

- Extend the time for submission of all EOI responses after notification to all Respondents;
- Terminate or modify the EOI process at any time and re-issue the EOI to whomever FHI 360 deems appropriate;
- FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

**GOVERNING LAW AND LANGUAGE**

This solicitation and any resulting contract shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict Indian law. The English language version of this solicitation and any resulting contract shall govern, and all notices pursuant to the provisions of this solicitation and any resulting contract shall be in English.

**SOLICITATION SCHEDULE**

Issuance of EOI:	May 10, 2019
Queries:	May 20, 2019
Application Due:	May 30, 2019
Evaluation of received Applications*:	June 06, 2019
PAT and Organizational assessment of selected NGO	June 15, 2019
FHI 360 to work with selected NGO on the Scope of Work and Budget:	June 30, 2019
Start Date of Project:	August 01, 2019

*\*Only shortlisted candidates will be informed.*

**Annexure– 2- Organization Details**

**THIS MUST BE COMPLETED AND SIGNED BY EACH BIDDER AND RETURNED AS PART OF THE EOI SUBMISSION PACKAGE ON COMPANY LETTER HEAD.**

<b>Organization Details</b>			
<b>Name &amp; Address of the Organization</b>			
<b>Organization Type</b>	<input type="checkbox"/> <b>Non- Profit Or Nongovernmental</b> <input type="checkbox"/> <b>Trust</b> <input type="checkbox"/> <b>Society</b> <input type="checkbox"/> <b>Section 25 Company</b> <input type="checkbox"/> <b>Governmental</b> <input type="checkbox"/> <b>For Profit</b> <input type="checkbox"/> <b>University</b> <input type="checkbox"/> <b>Others (Please Specify)</b>		
<b>1st Principal's Name &amp; Title</b>			
<b>2nd Principal's Name &amp; Title</b>			
<b>Address:</b>			
<b>Telephone/Fax</b>			
<b>Email:</b>			
<b>Web Address</b>			
<b>Year of Establishment (Enclosed copy of Legal Registration in India)</b>			
<b>FCRA Registration –( If applicable, enclosed copy/else mention not applicable)</b>			
<b>PAN No. (Copy to be enclosed)</b>			
<b>Service Tax No. (copy to be enclosed)</b>			
<b>DUNS Number – If applicable</b>			
<b>Gross Annual revenue / turnover (For Last three year from the date of bidding )</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>Copy of the Audited Balance Sheet of the firm for the immediate last three years (With the opinion of the external auditor who has certified them)</b>			
<b>Provide atleast three references of clients (with addresses &amp; telephone numbers &amp; nature of work done)</b>			

**Annexure 3- Staff Details**

Name of the Staff	Full Time / Part Time	Qualification	Area of Expertise	Designation	Role in	Date of Joining
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