REQUEST FOR APPLICATIONS (RFA):
MANAGEMENT CONSULTANTS PARTNERSHIP

A. Introduction and Purpose

Sustaining Technical and Analytic Resources (STAR) is a project of the Public Health Institute (PHI) supported by the US Agency for International Development (USAID) Global Health (GH) Bureau, Cooperative Agreement 7200AA18CA00001. Its purpose is twofold: (1) Through individual fellowships, STAR will help strengthen the capacity of diverse American and low-and-middle-income country (LMIC) health professionals at all levels to make innovative contributions to global health (GH); and (2) STAR will create ground-breaking opportunities for both US and LMIC GH academic institutions and other groups, including professional associations, to create systems for open-access knowledge sharing, resulting in effective partnerships. STAR’s individual and institutional participants are contributing to the development of self-sustaining systems and tools that will produce global citizens with the full spectrum of relevant health competencies. STAR is managed by the Public Health Institute and implemented in partnership with Johns Hopkins University (JHU), the University of California, San Francisco (UCSF), and the Consortium of Universities for Global Health (CUGH).

USAID, through the Center for Innovation & Impact (CII), has identified STAR project as a means for USAID programs and missions to provide support to interested host country government agencies. The goals are to strengthen leadership and management capacity as well as to improve health systems and outcomes.

The purpose of this request for applications is to solicit interested parties in the formative development and continuing management of the collaboration with the interested host country government agencies as outlined in Section B. Scope of Work that follows.

B. Scope of Work:

CII/STAR and the successful applicant will explore opportunities for potential collaboration and partnership through which both parties can jointly identify USAID programs and Ministries interested in a Management Partners partnership, working through the STAR project.

The successful application will be requested to achieve the following objectives:

a) Building Leadership and Management Capacity of Individuals and Teams to Drive Systems Change

In collaboration with the government, design tailored leadership and management capacity building programs anchored around six elements:

1. **Management Partners (MPs)**: Mid-career professionals with leadership and management experience from the private sector placed within Ministries of Health to engage in real-time joint problem solving, planning, training, and facilitation
2. **In-Country Workshops and Live Learning**: Skill-building sessions specifically tailored to team needs complemented by additional live learning facilitated by Management Partners
3. **Distance Learning**: Training program materials and courses available remotely through digital platform
4. **1-on-1 Executive Coaching**: Coaching for Ministry team members to address strategic and team management topics

5. **Focus Workstreams**: Identification of a specific challenge within each Ministry program that will be tackled using strategies from leadership and management trainings

6. **Leadership Labs**: Annual convenings of management consultants for leadership and management training and sharing of best practices across countries and teams.

The successful applicant and STAR would jointly identify interested partners (Ministries of Health and USAID missions in those countries) to scope the potential for a partner/fellowship collaboration. After finalization of a sub agreement between STAR and the successful applicant, STAR staff or the successful applicant will be collaborating with the Ministry of Health or other government agency (either directly or through a referral, potentially from the USAID mission) to identify the scope of work for a partner/fellow specific to strengthening leadership and management (L&M) capabilities, driving progress in a particular program, department, or to improve the operation of the health system. STAR connects the successful applicant to the relevant Ministry official or team to explore opportunities for partnership (including specific placement, draft objectives, etc.). The successful applicant will carry out a Foundation Phase partnership with the specified Ministry team, pursuant to the deliverables laid out below.

For each new partnership established through this subaward, the successful applicant will provide its complete 2-year Foundation Phase (minimum 2 years) support of its model (see above), including:

- Hire a Health Management Partner to be embedded into a Ministry team to develop L&M capabilities through trusted, shoulder-to-shoulder support
- Include health management partners in annual Leadership Lab and Leadership Refresher training events
- Conduct at least 2 tailored, in-country L&M training sessions per year with the team, focused on the L&M skills they most want to develop and their most pressing L&M challenges
- Enroll team members on a distance learning platform, coordinated by various institutions [for example, the African Management Institute (AMI)]
- Provide 1-on-1 executive coaching for team leads

The Foundation Phase of this collaboration lasts a minimum of 2 years, which can then be followed by an Extension Phase depending on need, demand, and funding. Funding for this activity is obligated on an annual basis pending approval of the annual budget by USAID.

C. **Eligibility**

**Minimum Requirements and Qualifications for Participation in the RFA process**

PHI will accept and evaluate proposals only from applicants that meet all the following criteria and requirements:

1) Have managerial, technical and institutional capability to achieve results outlined in the scope of work (Section B)
2) Propose to contribute from their own, private or other non US government sources, no less than of 50% of the amount of the funds obligated by this
3) All applicants must obtain or provide a Data Universal Numbering System (DUNS) number. No agreement will be issued without the applicant providing DUNS number.
4) All applicants must register with System for Award Management (SAM).
5) All applicants must be one or more of the following types of entities: corporate entity (S, C, LLC, 501(c)), government entity, non-profit education institution, or public agency.
6) Must not be listed as ineligible to receive federal funding on the following three websites:
   a. System for Award Management (www.sam.gov)
   b. Office of Foreign Assets Control (OFAC) Sanctions Lists, including the Specially Designated Nationals List (SDN) (https://sanctionsssearch.ofac.treas.gov/); and

D. Submission requirements

A complete Proposal Package must include the following application materials:

a) Cover page: Please include the name of your organization, address, and contact information; the name, title, and contact information for an authorizing official
b) Project Narrative: The narrative should be specific, complete, and concise. The application should demonstrate the Applicant’s capabilities and expertise with respect to achieving the goals of this activity. The application should consider the requirements of the activity and merit criteria found in this RFA. It should include the proposed team composition and technical capacity to meet the requirement of the RFA. Limit to 10 standard letter size paper, Times New Roman, 12 point font.

c) Budget: (Excel format, not included in 10 page limit). Applicants can use their own budget template, but at minimum, must have a detailed line-item budget (in Microsoft Excel) year by year for the initial project period of two years with cost share included in a separate column.

d) Budget Narrative: (not included in 10 page limit). All line items must be described in the budget narrative

e) Monitoring, Evaluation, and Learning Plan: (included in 10 page limit)

f) Proposed implementation Timeline (included in 10-page limit)

Complete Proposal Packages must include the following supporting application materials:

a) Most recent organizational financial statement and/or audit report
b) Letter(s) of commitment for any partner organizations/entities that will be working with you on this project, addressing the nature of the partnership and descriptions roles and responsibilities
c) A list of previous U.S. Government awards (grants or contracts) relevant to this request for application statement of work, showing the name of the awarding agency and a point of contact within the agency for the last five years
d) Organizations who have not been previous recipients of U.S. Government funds should provide their Articles of Incorporation and current bylaws
e) A copy of the applicant’s Negotiated Indirect Cost Rate Agreement (NICRA) with the U.S. Government should be included if the applicants include it in the budget.
E. Cost Share

There is a minimum requirement of 50% cost share for this procurement. Such cost share may be in kind or in funds and may be mobilized from the applicant’s own sources, other multilateral, bilateral and foundation donors, host governments and any other non-USG sources. The cost share requirement derives from the Terms and Conditions of the prime award of USAID. Applicants will be evaluated on their ability to maximize their cost share (see section I. Solicitation Guidelines).

F. Proposal Format

In order for PHI to conduct the most efficient proposal evaluation, bidders are required to organize their proposals with the following information in their proposals:

A. Cover Page
B. Table of Contents
C. Project Narrative
D. Management Approach
E. Monitoring, Evaluation and Learning plan
F. Implementation timeline
G. Budget
H. Budget Narrative
I. Appendixes

Proposals which fail to address each of the submission requirements above may be deemed non-responsive and will not be further considered. Note that responses to RFA requirements must be specifically answered within the context of the submitted proposal. PHI’s evaluation team will not refer to a designated website, brochure or other location for the requested information. Responses that use references to external materials as an answer will be considered non-responsive.

G. Submission of Proposals & Closing Time

Please submit proposals or any questions to: Nizami Ahverdiyev
Email: nizami@ghstar.org

Proposals are due by: Day, Month, Day, Year
June 19, 5:00 p.m. (EST) – Eastern Standard Time

H. Proposal timeline

PHI intends to follow the below timeline for review and award of this solicitation:

- Issue date: June 1st, 2020
- Deadline for questions: June 8th, 5:00 p.m. (EST)
- Closing date: June 19th, 5:00 p.m. (EST)
- Review of Proposals: June 22nd – June 26th
- The successful applicant selected: June 29th
I. Solicitation Guidelines

1. Agreement

PHI intends to issue a cost reimbursable agreement to the successful applicant from this procurement process. The agreement will outline approved billing rates for each type of service provided and the terms and conditions applicable to the work performed. The resulting award will be administered in accordance with the CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and USAID’s supplement, 2 CFR 700, as well as with Standard Provisions for U.S. Non-Governmental Organizations: https://www.usaid.gov/ads/policy/300/303maa

2. Discretion

PHI may, at its sole discretion and after the evaluation process, choose not to issue any agreement as a result of this process. PHI may also, at its sole discretion, choose to issue as many or as few agreements as deemed necessary to meet PHI’s business needs.

3. Offers/Quotations

Prices must be inclusive of all costs, including taxes and fees, in US Dollars. The proposed cost should remain valid for thirty (30) calendar days from proposal submission.

4. Proposal Costs

There is no reimbursement for costs associated with preparing or submission of proposals in response to this ITB or costs associated with possible award negotiation.

5. Proposal Evaluation

PHI will select the applicant whose offer will provide the most favorable mix of corporate credentials and cost, thereby ensuring overall best value procurement.

The following evaluation criteria will be utilized to evaluate the proposals by an internal evaluation team from PHI:

- Technical Capacities – 40%
- Cost Reasonableness – 30% (including cost share matching) – while cost share requirement is 50%, additional points will be given to the applicants proposing a higher cost share
- Management Capacity – 20%
- Diversity and Inclusion – 10%

6. Diversity and Inclusion Initiative

PHI is dedicated to promoting diversity in its procurement of goods and services. Pursuant to PHI’s commitment to diversity, PHI encourages vendors that are certified as any of the following businesses:

- WOSB: Women-Owned Small Business
- SDVO: Service-Disabled Veteran-Owned Business
- HUBZone: Historically Underutilized Business Zone
- SDB: Small Disadvantaged Business
- 8(a)BD: African American, Asian Pacific American, Hispanic American, Native American, Subcontinent Asian American