

## ANNEX A SUBAWARD APPLICATION TEMPLATE

### A.1. General Instructions

**FHM Engage Madagascar** will assist applicants in understanding the application process, answer questions from applicants, and may provide coaching in application development at the request of applicants. In addition to the subaward application included herein, the Annex B, Implementation Plan Timeline, and Annex C, Detailed Subaward Budget, should also be completed at the time of submission. This application may not exceed 15 pages in length. Pages exceeding the allotted amount will not be reviewed (*page limit does not include Annex B, Implementation Plan Timeline, or Annex C, Detailed Subaward Budget*).

### A.2. Instructions by Section

Templates for presentation of both the technical and budget aspects of the application are provided in Annexes A-C. Applicants shall present their proposals in the formats provided. Those applications that are not submitted according to the formats requested and in accordance with the instruction in this RFA will be considered as non-responsive and will be disqualified.

The application elements and guidelines are summarized below:

**Section I (Basic Information).** The Applicant provides basic contact information and information regarding the status of the organization. This section must not exceed four (4) to eight (8) pages in length.

Items 1-2: Organization's name, date organization was founded, current registration status.

Item 3: Contact Information— Contact name, title, address, telephone, fax, e-mail, etc. The contact person (agent) is responsible for communications between FHM Engage Madagascar and the Applicant. This applies to all aspects of the subaward, from initial application, negotiation, award, and close out. The agent must have full authority and responsibility to act on behalf of the Applicant. The agent should be someone who will be directly involved with the subaward activity and has a proven, established relationship with the Applicant.

Item 4: Organizational Structure—This part shall be between one (1) and two (2) pages long, but may not exceed two pages. — List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart (organizational chart does not count against page limit).

- Item 5: Corporate Capabilities, Experience, and Past Performance. This part shall be between one (1) and five (5) pages long, but may not exceed four (4) pages. Item 6 must include a description of the company and organization (how it was formed, its mission or purpose), with appropriate reference to any parent company and subsidiaries. Offerors must include details demonstrating their experience, technical ability and major accomplishments in implementing the technical approach/methodology and the detailed work plan of the Objective.
- Item 6: References—List three donors, partner organizations, or community leaders that can provide references for your organization’s ability to successfully carry out the financial, administrative, and technical requirements of the subaward activity. Briefly describe your relationship to the reference and the nature and duration of your work together. If the reference is a previous donor, list the activity and location of the activity(s) they funded. Be sure to provide complete information, including a point of contact, with telephone and email address.
- Item 7: Proof of Unique Entity Identifier (UEI)—Companies or organizations, whether for-profit or non-profit, are requested to provide a UEI number if selected to receive an award in response to this RFA valued greater than or equal to \$25,000 (or equivalent in other currency). If the Offeror does not have a UEI number and is unable to obtain one before the offer submission deadline, the Offeror shall include a statement noting their intention to register for a UEI number should it be selected as the successful offeror or explaining why registration for a UEI number is not possible. UEI numbers can be obtained online at SAM.gov. Further guidance on obtaining a UEI number is attached in Annex E.

**Section II (Program Implementation Plan).** This section covers information regarding activity implementation, including proposed personnel and descriptions of each task. This should be the most detailed section and shall be between three (3) and five (5) pages long, depending on the nature of the subaward activity and tasks involved, but this section may not exceed five (5) pages.

- Item 8: Anticipated duration should be stated with a degree of accuracy of plus or minus two weeks. The FHM Engage Madagascar project envisions that this subaward will take place over the course of roughly **six months, between March 2023 and September 2023.**
- Item 9: Main tasks of the Objective, Scope, and Activity— Provide details regarding the specific tasks of the activity in Annex B. This narrative section should clearly explain and respond to the objectives of the project as stated in the Scope of Work. The proposed program approach and detailed activities and timeline should fulfill the requirements of the scope of work in an effective and efficient manner. The approach should demonstrate the offeror’s knowledge related to the technical sectors required by the SOW and the tasks should show a logical, thoughtful approach to the overall implementation plan. The implementation plan must be supported by Annex B, Implementation Plan Timeline, listing all identified main tasks over the duration of the activity. Please include all events, trainings, etc. For each task, provide the following information:
- |         |                  |
|---------|------------------|
| Scope # |                  |
| 1.      | Task description |

2. Target Audience
3. Budget
4. Start and end dates
5. Person(s) responsible

Item 10: Applicant lists the personnel who will be involved in implementing the subaward activity. Attach updated CVs (do not count against page limit).

### **Section III (Experience and Capacity).**

Item 11: Applicant should describe past or ongoing experience carrying out similar technical activities. This is a critical factor in assessing the capacity of the applicant to implement the activity. If the applicant does not have similar experience, state that here and describe any other relevant experience, expertise and/or qualifications that will allow you to successfully implement the subaward activity. Please cite relevant and/or similar work undertaken in the past, including timeframe of the project, source and amount of funding support.

Applicants can also propose relevant and adapted methodologies to perform the tasks and attempt the objectives.

FHM Engage Madagascar recognizes that some sub-awardees may need technical assistance to carry out the activity more effectively. Consequently, applicants are encouraged to review the activity descriptions closely and specify their needs for technical assistance and/or training in their application. The number of pages for this section should not exceed three (3) pages in length.

**Section IV (Cost).** This is a summary of the information provided in the application budget forms, and includes total subaward request. The number of pages for this section should not exceed three (3) pages in length (page limit does not include Annex C: Budget).

Item 12: Detailed cost of this activity.

Item 13: List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the subaward activity.

Applications must be supported by Annex C, Detailed Subaward Budget. This Excel budget template, when properly completed, reviewed, and approved by FHM Engage Madagascar will serve as the mutually agreed-upon budget. All activity costs must be identified. Cost data must be accurate; proposed amounts should not be unrealistically high or low. Budgeted amounts must also be supported by justification, and the applicant must be able to provide such backup to FHM Engage Madagascar if requested.

All subaward activity costs must be within the normal operating practices of the Applicant and in accordance with its written policies and procedures. For applicants without an audited indirect cost rate, the budget may include direct costs that will be incurred by the Applicant to provide identifiable administrative and management costs that can be directly attributable to supporting the subaward objective.

### Section A.3. Subaward Application Form

The application must be signed by an authorized agent of the Applicant.

This application is in response to RFA No. **002-FHM-Madagascar**.

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#### Section I. Basic Information

1. Organizational information:
  - a. Your organization's name:
  - b. Date organization was founded
2. Proof of registration in Madagascar (please attach to submitted application)
- 3.
4. Contact information:

Key contact person(s) and title:	
Office address:	Office phone:
Mobile:	Email:
Website:	

- a. Have any of the key personnel or leadership of this organization been terminated or resigned in lieu of termination for any misconduct, including fraud or sexual harassment? If yes, please list name and title.
5. Organizational Structure – List board members (or founding members if you do not have a formal board of directors) and key staff (president, directors, treasurer, etc.). If available, please attach an organizational chart.
6. Briefly describe the organization, its purpose, and past related experience:
7. List contact information for three (3) references from previous donors or organizations (U.S. and other) that your organization has collaborated with in the last five years:

Donor Agency or Organization	Nature of Relationship or Title of Project, Location	Start & End Dates of Collaboration	Contact Person
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:
			Name & Position: Email: Tel:

8. Please list your [UEI](#) here:

### Section III. Implementation Plan

9. Anticipated duration of the subaward activity:

Overall length (total number of months)	6 months
Start and end date (day, month, and year)	Between March and September 2023

10. Provide details regarding the specific tasks of the activity. All implementation plans must be supported by Annex B that lists all identified tasks over the duration of the activity.

11. List personnel who will be involved in implementing this project. CVs are required for all project personnel.

### Section IV. Experience and Capacity

12. Describe the organization's experience implementing similar activities:

### Section V. Cost

13. All applications must be supported by Annex C, Detailed Subaward Budget (attached to this RFA as a separate Excel file). As noted in Annex C, in addition to completing this budget template, please provide a narrative that explains your assumptions, calculations, and origins for base/units and rate.

Cost in Malagasy Ariary (MGA) currency per the attached budget:

<b>S/No</b>	<b>Deliverables</b>	<b>Cost</b>
<b>Engage market stakeholders and actors through PPD and co-create market solutions to strengthen pre and in-service skills-based training, accreditation, CPD, and QA/CQI of the private sector.</b>		
1	A stakeholder mapping of key institutions and stakeholders for in-service skills-based training, accreditation, and supportive supervision around the FP, MCH and nutrition areas	<i>Deliverable Cost</i>
2	PPD report, including: - QA/CQI solutions to be lean tested and priority recommendations - Recommended approach for BRF-led regional training and accreditation of cabinets and centres médicaux in peri-urban areas	<i>Deliverable Cost</i>
3	Draft of : - revised training curriculum for introducing skills-based in-service training on delivering integrated FP, MCH and nutrition services - ToT curriculum for training of Master Trainers in conducting skills based in-service training for private providers in delivering integrated FP, MCH, and nutrition services - revised SHOPS Plus curricula for Fac Med and Paramedical institutions	<i>Deliverable Cost</i>
4	Capacity strengthening report of trainers coaches	<i>Deliverable Cost</i>
5	Results of piloting phase from selected region (Boeny)	<i>Deliverable Cost</i>
	<b>Total Cost</b>	<b><i>Total Cost</i></b>

14. List any major donor-funded activities (U.S. and other) that your organization has managed in the last two years, currently receives, or expects to receive within the duration of the subaward activity. Add additional lines if necessary:

Donor Agency	Title of Project, Location, & Start & End Dates	Total Funding (in local currency)	Donor Contact Person
			Name: Email: Tel:
			Name: Email: Tel:
			Name: Email: Tel:

By affixing my signature below, I certify that to the best of my knowledge, the information provided in this application is accurate and correct:

Submitted by (name and title): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_