

## **I. BACKGROUND**

FHM Engage is a 5-year project funded by the U.S. Agency for International Development and implemented by Chemonics International Inc. In Liberia, FHM Engage is helping to localize health market support to both properly contextualize market challenges and identify workable solutions within the local health system as a means for building the sustainability of those solutions through growing local capacity, especially in the private sector.

FHM Engage is hereby reaching out to interested parties that have proven experience implementing activities described in Section III, below. Only organizations that meet the eligibility criteria in Section VIII will be considered.

Applications must follow the format on Annex A through C. The deadline for applications is 18 October 2024.

Applications must be submitted to: [pmu-liberia-fhmengage@chemonics.com](mailto:pmu-liberia-fhmengage@chemonics.com).

FHM Engage is implementing a phased approach to establishing a locally led Liberian Health Marketplace (LHM) platform with these primary objectives:

- Improve health outcomes for the urban poor, women, girls, and youth;
- Identify promising innovative health solutions for low-cost delivery of health services including family planning (FP), malaria, and maternal and child health (MCH);
- Promote the scale-up or expansion of promising health businesses; and
- Network with other investors to expand access to appropriate, health-specific financing for health innovators and businesses.

As a result, the program will support innovative and replicable business models that address critical health challenges in Liberia, including addressing unmet need for voluntary family planning (FP), improving maternal and child (MCH) morbidity and mortality, decreasing malaria prevalence, and addressing other priority health issues. To do so, the LHM will initially address the challenge of private health business' access to capital, technical skills, and business advisory mentorship and guidance for starting, improving, and expanding their targeted portfolios across the value chain by providing a holistic package for innovative health solutions to form, expand, and become profitable in priority health areas.

## **2. DETAILED PROGRAM DESCRIPTION**

FHM Engage has established the LHM platform to enhance health outcomes for health businesses with a focus on the urban poor, women, girls, and youth across Liberia by identifying and promoting innovative, low-cost private sector solutions in priority health areas including FP, MCH, and malaria. Currently, the platform supports Liberia's private health sector development by addressing constraints in access to capital and business advisory services for established health businesses. In Year 1 of the LHM the platform expanded access to capital via returnable grants through a partnership with a local lending partner. This program will be expanded in Year 2 to transition these returnable grants to loans, and to develop a new program targeting small grants to support early-stage health innovators. These financial instruments will be paired with ongoing support for strengthening technical skills and business development via local agencies who know the Liberian context as well as by offering access to networks of investors and local

partners to serve as resources (e.g. advisor, expert, or distribution) to raise capital and navigate complex local markets.

In Year 1, FHM Engage served as the coordinating body of the LHM. The objective of this sub-agreement is to engage the services of a local host institution to coordinate and eventually execute the full suite of activities of the LHM in Year 2 in support of overall program objectives, which includes managing both the access to finance and technical assistance/network components. The LHM host institution is expected to also engage with and eventually lead the transition of the LHM to a fully local model, including by seeking additional capital investment to fund both operations and future investment in health businesses, and coordination with other local and international actors. By the end of Year 2 the LHM host institution will be expected to independently, with guidance from FHM Engage and USAID, build and maintain relationships and memberships with key health ecosystem players of solution providers, payors/investors, innovators, and supply chain actors; advocate and build health public private partnerships (PPP); facilitate collaborative projects and initiatives for network members; ensure that consumers of LHM products, services, and information are not harmed through accredited/ standardized protocols of quality control; govern the LHM to ensure the highest standards of integrity; create demand for LHM businesses and users; and connect LHM businesses with market linkages.

Specifically, the sub-awardee will be expected to deliver on the following tasks;

- a. Together with FHM Engage, identify coaching and mentorship needs among health businesses already receiving support from LHM (i.e. capital recipients). Work with LHM partners and identify new partnerships to deliver trainings and other capacity-development and business support activities to these businesses.
- b. Serve as a secretariat for the LHM platform.
- c. Together with FHM Engage, co-design and execute a resource mobilization strategy to attract additional capital to fund health innovator businesses as well as contribute to the sustainability of the LHM platform.
- d. Manage the activities of initial capital partner, LEDFC, and contribute to the selection and management of other non-bank financial institutions joining the LHM platform.

### **3. AWARD INFORMATION**

FHM Engage anticipates awarding up to *one award* with a range from between \$30,000.00 to \$40,000.00 USD. The final amount will be dependent upon subaward activities and final negotiation and may be lower or higher than that range. The duration of any subaward under this solicitation is expected to be no more than 12 months; however, FHM Engage expects the LHM host institution to become a long-term arrangement that continues into the third and final year of the USAID-funded program, with a sustainable business model that will carry on beyond the life of the project. The estimated start date of the subaward awarded under this solicitation is December 1, 2024.

### **4. ELIGIBLE RECIPIENTS**

- Successful applicants of this award may be eligible for recommendation for a transition award following implementation and completion of its initial award with FHM Engage. To be eligible for a transition award, applicants must meet the following requirements:
    - Applicants must be located and registered in Liberia.
    - Applicants have never received direct United States Government Assistance (but may have been a subrecipient)
    - Applicants must contribute to the overall technical goals of the project in country
- An award from Chemonics in no way guarantees direct assistance from USAID.

- Applicants may only submit one application per prime organization under this RFA.
- Applicants must be a registered nonprofit organization or for-profit impact company formally constituted, recognized by and in good standing with appropriate Liberian authorities, and compliant with all applicable civil and fiscal regulations.
- Applicants must be local entities as statutorily defined per ADS 303.6 and below:
  - (1) is legally organized under the laws of Liberia.
  - (2) has as its principal place of business or operations in Liberia; and
  - (3) is (A) majority owned by individuals who are citizens or lawful permanent residents of Liberia; and  
(B) managed by a governing body the majority of who are citizens or lawful permanent residents of Liberia
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to FHM Engage’s priority areas.
- Applicants must have established outreach capabilities with linkages to the beneficiary group(s) identified in the program description. This should be reflected by the incorporation of the beneficiary perspective in the application.
- Applicants must display sound management in the form of financial, administrative, and technical policies and procedures and present a system of internal controls that safeguard assets; protect against fraud, waste, and abuse; and support the achievement of program goals and objectives. FHM Engage Liberia will assess this capability prior to awarding a subaward.
- Faith-based and community groups will receive equal opportunity for funding in accordance with the mandated guidelines laid out in ADS 303.3.28 except for faith-based organizations whose objectives are for discriminatory and religious purposes, and whose main objective of the grant is of a religious nature.

#### **4. INSTRUCTIONS TO APPLICANTS**

***This is a two-stage application process.*** The first stage is for the applicant to respond to this request for Expressions of Interest (EOI). EOIs will be reviewed against the merit review criteria listed in Section 5 below. If the applicant successfully meets or exceeds the merit review criteria, they will be invited to submit a full application. Only those applicants who meet or exceed the merit review criteria at the concept paper stage, will be invited to submit a full subaward application of the second stage.

Templates and instructions to be utilized when developing the EOI process are provided in Annex A and Annex C. Applicants shall present responses in the formats provided and shall follow the instructions and guidelines listed in these annexes. Applicants that submit an EOI that meets or exceeds the merit review criteria will be notified of next steps in the application process.

The EOI must be signed by an authorized agent of the applicant

## **5. APPLICATION AND SUBMISSION INFORMATION**

Applications (EOI) shall be submitted in English and may not be more than 3 pages.

EOIs should be submitted in an electronic copy by email at the address below and should reference EOI No. 2024-001-LHM Host Institution. Applications must be submitted no later than *11:59 pm* Liberian time, on *18 October 2024*. Late or unresponsive applications will not be considered.

EMAIL: [pmu-liberia-fhmengage@chemonics.com](mailto:pmu-liberia-fhmengage@chemonics.com)

In addition to the application forms, (Annex A: which includes experience in relevant areas, corporate capabilities, and past performance on projects of similar size or scope and Annex C: A summary budget with no more than four budget line items (e.g. training, travel and transportation, goods and materials, and other direct costs) to broadly define how funds are envisioned for use, indicating the level of contribution the applicant organization will make), applicants are required to submit their valid legal registration and financial compliance documents.

Please submit all questions concerning this solicitation to the attention of the FHM Engage Liberia PMU via email to [pmu-liberia-fhmengage@chemonics.com](mailto:pmu-liberia-fhmengage@chemonics.com) and copy [sparwon@fhm-engage.org](mailto:sparwon@fhm-engage.org). FHM Engage Liberia will assist applicants in understanding the application process and can provide coaching in application development at the request of applicants.

As described above, applications will be evaluated in a two-step evaluation process:

- The first step is for applicants to submit an EOI
- If the concept paper is accepted, you will be asked to submit a more detailed application.

All EOIs and applications will be reviewed by an internal review panel comprising FHM Engage technical implementation staff, and recommendations may be vetted by a larger group. EOIs will be evaluated against the criteria below.

- Does the organization meet the eligibility requirements?
- Does the organization's EOI highlight relevant past performance in this area?
- Does the proposed activity fit within the FHM Engage Liberia Project Objective?
- Does the organization have the relevant expertise to fulfill the Scope of Work?

More specific criteria will be used for evaluating full applications for those whose concept papers have been selected.

## **6. AWARD AND ADMINISTRATION INFORMATION**

Issuance of this request for RFA and assistance with application development do not constitute an award or commitment on the part of FHM Engage, nor does it commit FHM Engage to pay for costs incurred in the preparation and submission of an application. FHM Engage is under no obligation to fund any activity or provide any subawards to any applicant. Further, FHM Engage reserves the right to accept or reject any or all applications received and reserves the right to ask for further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

### **LIST ANNEXES –**

- **Annex A** – Expression of Interest Application
- **Annex B** – Mandatory and Required as Applicable Standard Provisions
- **Annex C** – Budget Template

**Annex A – Expression of Interest Form**

**Activity Scope:** FHM Engage in Liberia: Liberia Health Marketplace (LHM) Host Institution

**Description:** Support FHM Engage in the coordination and execution of activities under the LHM Platform including building and maintaining relationships and memberships with key health ecosystem players

**Expected Timeline:** December 1, 2024 - September 30, 2025

**Estimate Budget Range:** \$30,000.00 - \$40,000.00

*\*This is an initial estimate and subject to change.*

**Eligibility Requirements**

*Please verify you meet the below eligibility criteria by checking the box.*

	<b>Availability to begin work in December 2024 to support the assignment through September 2025, at minimum</b>
--	---

**Selection Criteria**

*Partners will be scored based on responses to the below criteria. For short-answer responses, please provide a brief description (one paragraph) in response in the box below the prompt.*

<b>Describe your organization’s experience and past performance with USG assistance instruments. Please also provide names and contact information for three (3) from previous sub-awards. (20 points)</b>
...

**Describe your organization's experience supporting projects of similar dollar value. (20 points)**

...

**Describe your organization's experience in particularly supporting similar scopes of work. (20 points)**

...

**Describe your organization's capacity to coach and/or mentor organizations and any successes, particularly for similar scopes of work. (20 points)**

...

**Describe your organization’s corporate structure and experience administering international awards, especially with regard to USG funding. Please include any areas in which your organization might seek capacity building from a larger organization. (20 points)**

...

**I certify that the following is true:**

**My organization is legally registered in Liberia**

\_\_\_\_\_  
**Name, Title**

\_\_\_\_\_  
**Date**

**Annex B – Mandatory and Required as Applicable Standard Provisions**

- Standard Provisions for U.S. and Non-U.S. Non-governmental organizations receiving a fixed amount award can be accessed through the following URL:  
<https://www.usaid.gov/about-us/agency-policy/series-300/references-chapter/303mat>

**Disclaimer: FHM Engage and Chemonics employees may not ask for, and applicants are prohibited from offering, any money, fee, commission, credit, gift, gratuity, thing of value, or compensation to obtain or reward improper favorable treatment regarding this solicitation. Any improper request from a project employee should be reported to the FHM Engage chief of party or [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com).**

**Annex C – Budget Template (please see attached)**