Request for Applications

Title: **Using innovative digital health solutions to improve primary health care delivery for non-communicable diseases in Kenya during the COVID-19 pandemic**

RFA number: NCD 07/2020

Issue date: July 29, 2020

Application due date: August 20, 2020 at 1400 Hours East African time. Late submissions shall not be accepted and considered for the small grants program.

Anticipated period of performance: Up to one year (12 months), with possibility of extension based on availability of funding, grantee performance, and compliance to grant terms and conditions.

Grant budget ceiling: Not to exceed Kshs 2,000,000 (Two Million Kenya Shillings) per grant.

Contact: Any questions concerning this request for applications (RFA) should be submitted via email to ncdphcaward@path.org by 07th August 2020. Responses to questions will made available on PATH website on or before 14th August 2020.

Background:

PATH is a global organization that works to accelerate health equity by bringing together public institutions, businesses, social enterprises, and investors to solve the world's most pressing health challenges. With expertise in science, health, finance, technology, advocacy, and dozens of other specialties, PATH develops and scales innovative solutions—including vaccines, drugs, devices, diagnostics, and approaches to strengthening health systems worldwide.

Since beginning our partnership in 2018, PATH and Access Accelerated have begun to lay the foundation for targeted, coordinated, multisector action in support of national Non-Communicable Disease (NCD) strategies in Kenya, Ghana, and Vietnam. PATH and Access Accelerated have begun to strengthen the NCD response in the three countries by developing a foundation of evidence-based interventions that aim to:

1) Strengthen policy environments and increase availability and use of high-quality data for decision-making and coordination.
2) Identify and address supply chain challenges.
3) Implement stronger PHC models for NCD services.

PATH will work closely with Access Accelerated and the Ministry of Health (MoH) to amplify and build on this progress in order to improve access to prevention, treatment and care for NCDs as part of primary health care, through local ownership and engagement that is guided by data and technical support and fueled

by catalytic investment. PATH will focus on strengthening existing systems and integrating efforts already launched in Kenya to address NCDs. PATH will work closely with the Ministry of Health, Department of Non-Communicable Disease (DNCD) and local partners across sectors supported by Access Accelerated to assess the supportive policies and interventions required to influence the model of service delivery and increase access to NCD treatment and care.

Coronavirus disease 2019 (COVID-19) has spread across the world with devastating results. The virus is highly transmissible, has substantial fatal outcomes in high-risk groups, and has caused huge societal and economic disruption. The highest risk for developing severe and even fatal disease is among people over 60 years of age and people with underlying Non-Communicable diseases (NCDs) such as hypertension, diabetes, cardiovascular disease, chronic respiratory disease, and cancer. These same diseases are the leading causes of death and disability globally. Alternative channels are needed for providing NCD care and the distribution of NCD medicines and health products to Persons Living with NCDs (PLWNCDs) to reduce their chances of contracting Covid-19. Several containment measures in response to Covid-19 pandemic have been proposed, including full/partial lockdowns on people movement. PLWNCD's have reported challenges with accessing health facilities for care and medication. Some PLWNCD's have lost their livelihoods and therefore not able to meet the costs of their care and medication. Transport has become more expensive as fewer people are allowed in a taxi or Public Service Vehicles (PSV) and consequent increase in passenger fares.

In this regard, PATH in collaboration with MoH team seeks to engage eligible organizations who will identify target interventions and localities that ensure PLWNCDs stay at home, and still receive their care and get their medications to reduce their chances of being exposed to COVID-19 disease. These interventions are proposed to be supported through the small grants program managed by PATH and MoH supported by Access Accelerated.

We are seeking applications from qualified local non-governmental organizations, including local civil society organizations, community-based organizations, and faith-based organizations and patient organizations to implement novel models for delivering of drugs to PLWNCDs using digital tools and/or telemedicine.

Statement of work:

Applications should focus on providing community-based care or home-based and support services for people living with NCDs. The intervention proposed should use digital tools and tele-medicine to reach PLWNCDs in their homes. Interventions for providing community/household level NCD patient services for stable clients and referral services for unstable clients/clients who require services that can only be availed at health facilities are being sought.

Applicants must clearly specify the geographical area (counties/sub-counties/wards) of implementation. In addition, they must also specify the level(s) of healthcare that they plan to implement their proposed solution. The applicant should also specify the potential number of patients who will be reached by their proposed intervention.

The proposed digital solution should also specify the platform and specifically how the platform

1. Links Point of Care (POC)
2. Ties to MoH reporting into DHIS 2
3. Enables commodities consumption reporting

Applicants should articulate how they will tap into existing county investments and what will be the contribution of the counties they intend to work in.

Applicant eligibility requirements:

Grant applicants must be legally registered entities in the Kenya. They must have demonstrated ability to manage grant funds and at least three years of experience in delivering any of the digital health interventions in the counties and communities. They should also demonstrate ongoing or previous engagement with county governments.

Application guidelines:

Application

1. **Cover page (1 page)**

   a) Organization name
   b) Project title
   c) Period of performance
   d) Total budget in Kenya Shillings (Kshs)
   e) Counties/sub-counties for proposed interventions
   f) Physical address/location of office
   g) Telephone and email
   h) Primary contact person(s), titles, and telephone number/email address, if different from the telephone and email listed above.

2. **Executive summary (1 page)**

   The executive summary should provide a brief overview of the organization, including mission, technical focus areas, geographic focus areas, and years of experience implementing activities, an overview of the proposed project, as well as a paragraph describing the qualifications of key staff managing the organization.

3. **Technical narrative (3-5 pages)**

   3.1 Problem statement and justification
   a) Problem statement
   b) Project justification – Use the Kenya National NCD Stakeholder Navigator data to support the project rationale and describe how the project will help advance the National NCD Strategic Plan.

c) Targeted diseases and rationale for the targeted diseases (please use the Navigator to support the rationale)

3.2 Project design and implementation plan (2-4 pages)
  a) Project goal and objectives: Objectives should be specific, measurable, attainable, realistic, and time-bound (SMART objectives).
  b) Geographic focus area: Specify counties/sub counties and if possible, health facilities where activities will be implemented. Give rationale for selecting the geographical region, preferably supported by the Navigator data.
  c) Target beneficiaries: Indicate projected direct beneficiaries (including specific numbers) to be targeted by project interventions.
  d) Project activities and implementation strategies: What specific activities will be implemented under this grant? How will target beneficiaries be reached? Please ensure that implementation strategies and project activities are gender sensitive.
  e) Detailed implementation plan/Gantt chart outlining all activities (by objective), timeframe for each activity, and staff responsible for implementing activities.

3.3 Project monitoring and evaluation (1 page)

  a) Outline expected outputs of the project and how these contribute to project outcomes and objectives.
  b) Provide a table listing indicators and targets to measure progress against expected project outputs and outcomes.

4. **Organizational capacity (1-2 pages)**

4.1 Technical capacity and experience:
  a) Describe your organization's technical qualifications and capacity to implement the proposed project, drawing on previous experience implementing similar projects.
  b) List other partners that your organization collaborates with and networks that your organization engages with.

4.2 Financial and management capacity:

  a) Provide an overview of your organizational structure and staffing (list names and titles of all staff; board/management committee members; and volunteers)
  b) Provide an overview of your organization's grant management capacity
  c) Provide an overview of your organization's financial management capacity.

4.3 Past performance:

List of relevant projects implemented by the organizational over the past three years. The applicant must provide the following details for each project: funder; total budget; period of performance; brief overview of project, including targeted beneficiaries and geographical focus area; and achievements, including specific numbers of beneficiaries reached.

5. Budget (Summary and Detailed)

5.1 Summary budget

Applicants must provide a summary budget using the following template:

Budget Category	Total Budget (Kshs)
I. Personnel (Salaries and Benefits as applicable)	
II. Travel and Ground Transportation	
III. Office Supplies	
IV. Other Direct Costs	
Total Budget (I+II+III+IV)	

5.2 Detailed budget

Applicants must detail all costs associated with implementation of the proposed project using the following template, with detailed line items listed under each budget category. All costs included in the budget must be described in the budget narrative (please refer to section 5.3).

Budget Category	Unit of Measure	No. of Units	Unit cost (Kshs)	Level of effort (%)	Total Budget (Kshs)
I. Personnel (Salaries and Benefits as applicable)					
Sub-total personnel					
II. Travel and Ground Transportation					
Sub-total travel and ground transportation					
III. Office Supplies					
Sub-total office supplies					
IV. Other Direct Costs					
Sub-total other direct costs					
Total Budget (I+II+III+IV)					

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Budget restrictions—Note that the following items and activities will not be funded under this grant:

- Procurement of equipment such as Computers, televisions, motor vehicles, motorcycles, generators, mobile phones and bicycles etc. If equipment is essential to implementing grant activities, a request should be submitted to PATH and PATH will directly procure and provide equipment to the grantee where application.
- Construction or renovations of any nature is not allowed.
- Microcredit and commercial activities not allowed.

5.3 Budget narrative

Funding will be provided to only cover expenses that are directly related to project implementation. Please provide an explanation for all costs included in the budget per the guidelines noted below.

a) Personnel

Direct salaries should be proposed in accordance with the applicant's personnel policies and based on the level-of-effort (percentage of time) each staff member will be directly contributing to project interventions, as outlined in the technical narrative.

The applicant must provide a table listing all individuals directly contributing to project activities, their titles, level-of effort, brief summary of their specific role and responsibilities under the proposed project; and brief summary of their qualification to perform this role.

Benefits
Benefits should be aligned with the applicant's personnel policies, and the cost per staff member should be aligned with the staff member's expected level-of-effort under the proposed project. Please explain the exact benefits provided (e.g. health insurance, transportation etc.) and basis for calculation.

b) Travel and Ground Transportation

Provide a brief explanation of all travel and ground transportation expenses included in the detailed budget that is needed to implement project activities. These costs should be calculated based on normal cost of bus and car use.

c) Office Supplies

Provide a brief explanation of office supplies required to support project activities.

d) Other Direct Costs

Please explain all other direct costs required to implement project activities, including utilities. These costs must be reasonable, allocable, and allowable, and basis for calculation should be explained.

Attachments

1. **Mandatory attachments**

Please submit the following as attachments to your application. If you do not submit these documents, your application **<u>will not</u>** be considered for review:

   a) Copy of registration documents/certificate and most recent renewal
   b) Copy of your organizational constitution
   c) Copies of monthly bank statements for the immediate past twelve (12) months (current one year)
   d) Curriculum vitae for the proposed technical team(s)/Project Manager/Director

2. **Other attachments**

The following attachments are optional. Applicants can choose to submit these as backup documentation to support their application:

   a) Copies of operational policies and procedures (human resources/personnel policies; accounting and financial management policies; travel policies; conflict of interest policy; fraud policy)
   b) Up to three recommendation letters from previous/current funders or partners, including the Ministry of Health.
   c) Statutory and/or donor compliance certificates

Instructions for submission:

1. Applications and attachments should follow the guidelines specified above. Applications should be in English; typed in size 12 Times New Roman font; and single-spaced with one-inch margins. Applicants will not be penalised for grammatical errors but should ensure that their application is clear and not subject to varied interpretations.

2. Applicants must submit full application and required support documentation via email address below

   Electronic copies should be emailed to ncdphcaward@path.org

3. The submission deadline is August 20, 2020 by 1400 hrs East African Time. Late submissions of applications and required documentations will not be accepted**.** PATH and MoH will not be liable for late delivery of hard copy applications received after the noted deadline.

4. No acknowledgement will be sent to applicants upon receipt of application. PATH and MoH has no responsibility for applications that are not received by the submission deadline, and proof of posting will not be accepted as proof of delivery.

5. By submitting formal applications, applicants certify the following:

   a) That the applicant will not withdraw or modify the contents of their application within 90 business days of the submission date.
   b) That applications will remain valid for at least 180 calendar days of the submission date.

c) That all expenses in the budget are inclusive of any applicable taxes or charges related to that cost.
d) That applications have been signed by the authorized representative of the organization.

Application evaluation process:

1. Received applications will be reviewed to determine completeness of application (based on application guidelines detailed above) and eligibility of applicant. Applications that do not meet eligibility requirements will be eliminated following this review and not be considered further.

2. Applications that pass the initial review will be subjected to a desk review to review budget applications for accuracy, allowability, and reasonableness of costs as well as alignment with technical narrative and proposed activities. Applications that pass this desk review will be shared with a technical review committee for full review. Applicants recommended for award will be visited as part of PATH's risk assessment and vetting processes.

3. Successful applicants will be notified in writing by email (or by telephone, in cases where the applicant is unable to be reached by email). Applicants must confirm acceptance in writing within the time specified in the email. Grant agreements will be shared with successful applicants for signature, following receipt of all approvals. Project activities cannot start, and costs cannot be incurred prior to signature and execution of the grant agreement.

The received and accepted applications will be scored using the criteria below:

Criteria	Weighted Score
Project design and proposed interventions	30%
Technical capacity to implement proposed activities	25%
Organizational capacity to manage proposed project, including financial management and human resources management systems.	20%
Alignment of budget, project design and deliverables	15%
Past performance implementing similar activities	10%

Applicants that do not demonstrate any ongoing implementation experience in the proposed intervention(s) or do not submit ALL required attachments will NOT be evaluated or considered**.**

NOTE:

PATH and MoH reserves the right to reject applications that do not meet eligibility or application submission requirements (as detailed above) without further notice to the applicant. Issuance of this RFP does not constitute an award commitment on the part of PATH/MOH nor does it commit PATH/MOH to pay for the costs incurred in submission of application. Further, PATH/MOH reserves the right to reject any or all applications received and to negotiate separately with an applicant, if such action is considered to be in the best interest of PATH and MoH DNCD.