



Issue Date: December 23, 2015
Deadline for Questions / Clarifications: January 7, 2016, 5.00pm, Kenya time
Answers to Applicant Questions: January 11, 2016
Closing Date for Application Submission: January 26, 2016, 5.00pm, Kenya time
Closing Time for Application Submission: 5.00pm, Kenya time
Location for Submission of Applications:

1. **Plan International Kenya Country Office (Nairobi) Oloitokitok Road, Lavington, Methodist Ministries Centre, Block C, 2nd Floor P.O. Box 25196 - 00603, Nairobi, Kenya.**
2. **Plan International Nilinde Project Office (Mombasa) Impala road, Nyali, P.O Box 985-90100, Mombasa Kenya**

Subject: Notice for Request for Application (RFA) Number: RFA-Nilinde- 001-2015
RFA Title: “Nilinde Project Small Grants Fund”

Dear Applicant:

The USAID funded project, Nilinde implemented by Plan International Kenya, is seeking grant applications from qualified, locally registered organizations and non-governmental organizations for supporting Orphans and Vulnerable Children in Nairobi and Coastal Region. The grants will be awarded and implemented in accordance with USAID and US Government regulations and Nilinde’s Project grant management policies and procedures.

Potential applicants can access the full RFA document from the Plan International Kenya website: www.plan-international.org/Kenya.

The project will hold RFA briefing sessions on;

January 12, 2016, 9.00 a.m. Kenya time in Nairobi, Plan International Kenya Nairobi Office.

January 12, 2016, 2.00pm in Kenya time Mombasa Plan International Kenya Mombasa Office.

These briefing sessions will allow eligible and interested applicants to ask questions about the RFA and receive guidance on how to complete the application form. Interested applicants that meet the eligibility requirements defined in Section III below and would like to attend this workshop must confirm their attendance by sending the participant’s name and the organization’s name to: NilindeRFA@plan-international.org. **Only one person may attend from each organization.** The Nilinde program will not cover any costs related to participation in this meeting.

Questions must be submitted by email to NilindeRFA@plan-international.org. Plan International Kenya will not respond to telephone inquiries. Answers will be posted by January 11th 2016 on the Plan International Kenya website and further clarifications will be provided during the briefing session.

Awards will be made to those responsible applicant(s) whose application(s) best meets the requirements of this RFA and the selection criteria contained herein. Issuance of this RFA does not constitute an award

commitment on the part of the Nilinde Project nor does it commit Nilinde Project to pay for costs incurred in the preparation and submission of an application. Further, Nilinde Project reserves the right to reject any or all applications received.

Applications should be submitted in sealed hard copies as described in Section IV. Applications must be received by the closing date and time indicated at the top of this cover letter. Late applications will not be considered for award. Applications must be directly responsive to the terms and conditions of this RFA.

Nilinde and Plan International 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 program employee should be reported to Plan International Kenya Country Director or to Plan's Safecall hotline, by phone at 1-866-901-3295, online at www.safecall.co.uk/report or email at plan@safecall.co.uk.

Yours sincerely,

Kate Vorley

Chief Of Party, Nilinde Project

The following Annexes are included with this RFA:

- **Annex A** –Grant Application Form
- Annex B** – Grant Application Budget template
- **Annex C** –Implementation Timeline (only for Fixed Amount Awards) or 1 Year Work Plan (all other awards)
- **Annex D** – Required Certifications
- **Annex E** – Applicant Self-Assessment Form (Only for Fixed Amount Awards)
- **Annex F**- USAID Standard Provisions for Non-U.S. Nongovernmental Organizations

- Annex G**- Environment Review Form

SECTION I. PROGRAM DESCRIPTION

IA. OBJECTIVE

Support for Orphans and Vulnerable Children (OVC) for Nairobi and Coast Counties of Kenya project will assist vulnerable households by reducing economic vulnerability and empowering parents and caregivers to make investments that will improve the health and well-being of OVC.

Support for Orphans and Vulnerable Children (OVC) for Nairobi and Coast Counties of Kenya project is committed to strengthening and growing a cadre of well-established local organizations that are able to coordinate and deliver family- support to OVC households. To do so, the project will issue annual sub grants to several organizations so as to expand reach to essential services for OVC and their households.

The purpose of the Small Grants program is to support and promote the strengthening of local development actors to have greater ownership in delivering quality services to OVC, thereby making delivery and access to services more inclusive, equitable and contributing to the broad country ownership of service delivery as envisioned in Kenya’s long-term blueprint the Vision 2030.

The small grants program will therefore identify organizations with the vision, mission, and commitment to deliver quality services to OVC and their households – Organizations that have an established presence in the project Counties together with excellent working relationships with the local authorities.

IB. BACKGROUND

Background

Support for Orphans and Vulnerable Children (OVC) for Nairobi and Coast Counties of Kenya is a five-year \$41 million Cooperative Agreement awarded to Plan International in partnership with Ananda Marga Universal Relief Team (AMURT) Childline Kenya, Danya International, and Mothers2Mothers. Known locally as Nilinde¹ this five-year initiative aims to improve the welfare and protection of the most vulnerable households affected by HIV/AIDS by increasing resiliency and empowering parents and caregivers to make investments that will improve the health and well-being of OVC.

Nilinde will strengthen household and community capacity with knowledge, skills and services to reduce economic vulnerability – efforts that will reduce the risk and impact of HIV/AIDS and other health conditions on most vulnerable populations in Kenya. The period of performance is from August 24, 2015 to August 23, 2020.

This program responds to the USAID/Kenya & East Africa Mission Strategy, and builds on local ownership in the context of Kenya’s long-term blueprint the Vision 2030. It contributes to the Mission’s Country Development Cooperation Strategy (CDCS) Development Objective (DO) 2 “Health and Human Capacity Strengthened” aimed at improving the well-being of OVC, while also contributing to DO1 and DO 3 on devolution and sustainable growth to address the needs of most vulnerable and marginalized populations.

¹ Nilinde is a Swahili phrase for ‘protection’. This term emphasizes the project vision of strengthening families and communities.

Nilinde will be implemented in Nairobi County and five counties in the Coast region: Mombasa, Kwale, Kilifi, Taita Taveta and Lamu. In Nairobi County, the project will focus on the informal settlements where the majority of the OVC reside. In Coast Counties, the project will work in both informal settlements in urban areas and in rural areas where larger OVC populations live.

Over the life of the project, targets for each county will be aligned with the current PEPFAR Scale-up Plan in Priority Areas & Populations, and Priority Counties for OVC, scaling up services to reach more OVC in Nairobi, Mombasa, and Kilifi, and sustaining support in the following three counties: Kwale, Lamu, and Taita Taveta. In year 1, Nilinde will continue to deliver the project model across all the six counties with a focus on continued service delivery to identified beneficiaries. However, the project will be deliberate in scaling up services in Nairobi, Mombasa and Kilifi. In addition, Nilinde will enroll new beneficiaries in these three counties in subsequent years, setting targets that are aligned to needs and HIV prevalence.

Program Objectives

- Build the capacity of, and empower, each HIV affected household to effectively provide for children under its care.
- Strengthen the supply response of social service systems and structures at the county and community levels.

Expected Outputs

1. Increased access to health and social services for OVC and their families.
2. Strengthened capacity of households and community to protect and care for OVC.
3. Strengthened child welfare and protection systems at the national level, and improved structures and services for effective responses in targeted counties.

Activities

These results will be achieved through the following outputs:

1.1 Greater community involvement in health and social services delivery.	2.1 Build sustainable household economic activities.	3.1 Support national OVC monitoring and management information systems.
1.2 Increased number of OVC receiving age-appropriate services.	2.2 Increase knowledge and skills on OVC care and protection.	3.2 Strengthen the capacity for quality OVC service.
1.3 Strengthened referrals & linkages to essential services – especially HIV.	2.3 Link OVC households to social safety net programs.	3.3 Strengthen coordination of care to improve OVC well-being.

IC. DETAILED PROGRAM DESCRIPTION

Technical Approach

Nilinde deploys an evidence-based approach to strengthening the capacity of caregivers and communities to increase their ability to provide for children’s basic needs. This includes a strong focus on core interventions, with household economic strengthening (HES) initiatives as the entry point for targeting parents/guardians (and older siblings where appropriate), together with a case management approach to deliver age appropriate services that take into consideration the unique needs of girls and women.

The Nilinde Model strengthens and reinforces the knowledge, skills, and care practices within families to achieve sustainable improvements in the health, stability, safety and security of all members of the household – particularly children. With this approach, vulnerable households are identified and referred into the program through multiple channels – including through community- and health facility-based programs. During the enrollment process, each household is assessed to confirm their level of vulnerability and to direct them into a particular set of services designed for: (a) Marginalized Households – highly vulnerable households, (b) Households Struggling to Make Ends Meet – households with moderate vulnerability, or (c) Households Prepared to Grow – households with low levels of vulnerability. This vulnerability assessment is tied to a case management system that links household members to critical support and services to address their unique needs. Through these complementary initiatives, Nilinde is expected to improve household financial **security**; improve **health**; address broader social norms to increase protection/**safety**; and create more **stability** within households by increasing capacity to cope with and mitigate shocks – with targeted services designed to graduate households out of program support.

Targeted Project Investments based on Vulnerability

Embedded within the graduation approach is an effort to measure progress toward sustainability, with a particular focus on the household’s ability to sustain and grow their assets, income and expenditures as well as improve the family’s overall health and well-being. The project will track changes at the household level over time so as to obtain critical information needed to adjust the level of support provided to each household – helping the team to make smart investments based on the changing needs of households. The table on the following page provides a summary of the kinds of services and support proposed for households across the core case management areas: healthy, safe, stable, secure, and schooled based on their level of vulnerability.

	Marginalized HH	HH Struggling to Make Ends Meet	HH Prepared to Grow
Healthy	Targeted saving for NHIF SBCC: Malaria, Immunization, Nutrition, Adolescent Sexual and Reproductive Health	Targeted savings for NHIF SBCC: Malaria, Immunization, Nutrition; Adolescent Sexual and Reproductive Health	Targeted savings for NHIF SBCC: Malaria, Immunization, Nutrition; Adolescent Sexual and Reproductive Health
If HIV+	Referrals Accompaniment Subsidy for travel to health facility Offer repeat testing every 6 months for sexually active OVC	Referrals Offer repeat testing every 6 months for sexually active OVC	Referrals Offer repeat testing every 6 months for sexually active OVC
If HIV -			

If HIV status unknown	Mentor Referrals	Mother	Monitoring	Mentor Referrals	Mother	Monitoring	Mentor Referrals	Mother	Monitoring
Safe	Early Childhood Care & Development Free Helpline, Speak Out Boxes SBCC for Protection, Birth registration.			Early Childhood Care & Development Free Helpline, Speak Out Boxes SBCC for Protection, Birth registration.			Early Childhood Care & Development Free Helpline, Speak Out Boxes SBCC for Protection, Birth registration.		
Stable	Parenting Skills Family & community strengthening			Parenting Skills Family & community strengthening			Parenting Skills Family & community strengthening		
Secure	Financial Literacy Asset transfer MGR group; Social Welfare Fund			Financial Literacy VSL Group; Social Welfare Fund Entrepreneurship Subsidy for new technology			Subsidy for new technology Links to MFI		
Schooled	Full subsidy for Primary, Secondary Full subsidy for TVET School Improvement Plans			Partial subsidy for Primary, Secondary* Full subsidy for TVET School Improvement Plans			No education subsidies		

Description of Activities

Below are expected activities, presented by Output area.

Output 1: Increased access to health and social services for OVC and their families.

Activities to support greater community involvement in health and social services delivery.

- Hold awareness creation meetings at sub-county level with key stakeholders.
- Support the implementation of county-level action plans.
- Train and support volunteers to deliver quality services.
- Support coordination and training of service providers to improve linkages to services.
- Supervise and support volunteers to conduct regular home visits to beneficiaries.
- Promote OVC and caregiver dialogue through ‘community conversations’ to improve service delivery and accessibility.
- Implement targeted initiatives to meet assist children with special needs.
- Provide training and support to expand support groups.
- Support the dissemination of SBCC messages.

Activities to increase the number of OVC receiving age appropriate services.

- Conduct outreach to assist OVC to obtain birth registration certificates.
- Support OVC and their caregivers to access HIV services.
- Conduct school visits to monitor attendance and progress.
- Mobilize and link OVC to ECCD services.
- Assist School Management Committees to develop school improvement plans.
- Conduct community dialogue sessions on girls’ enrollment and retention in school.
- Support outreach activities to promote and model desired behaviors.

Activities to strengthen referrals and linkages to essential services.

- Support the establishment of MoUs with health facilities to support complete referrals.
- Train and mentor volunteers to provide and support complete referrals.

Output 2: Increased access to health and social services for OVC and their families.

Activities to build sustainable household economic activities for highly marginalized households:

- Support CBTs to integrate merry-go-round savings initiatives into support groups.
- Coordinate a one-time transfer of productive assets, e.g. poultry, goats, rabbits etc.
- Link households to extension services to build knowledge and skills in managing those assets.

Activities to build sustainable household economic activities for households with moderate & low levels of vulnerability:

- Coordinate mentoring and monitoring of new and existing village savings and loan associations (VSLA).
- Coordinate training and regular mentoring in entrepreneurship and small business management.
- Promote linkages to suitable products and services – including MFI and other low-cost providers.

Activities for youth economic empowerment:

- Support the integration of economic strengthening into existing youth clubs.
- Coordinate and supervise the creation of youth VSLA.
- Link vulnerable youths to apprenticeships

Activities to increase knowledge and skills on OVC care and protection:

- Train and mentor volunteers to integrate parent education sessions into VSLA.
- Support communities to establish low-cost childcare options to assist parents/guardians of OVC to participate economic activities.
- Convene community-level ‘Family Days’ to disseminate health information, and facilitate access to key services.

Activities to link households to social safety net programs

- Advocate for increased OVC access to safety net programs
- Strengthen linkages to safety nets
- Link OVC parents/guardians to existing GoK adult literacy programs

Output 3

RFA applicants are not expected to respond to activities under this output area because they are already covered by other members of the Nilinde consortium.

Geographic Coverage

The table below provides a summary of the distribution of beneficiaries in Year 1. Applicants are expected to indicate which counties (including sub-counties) they propose to cover in their proposal.

	County	Sub County	Total No. of OVC served
1	NAIROBI	WESTLANDS	2906
		DAGORETI	3018
		KIBERA	19099
		KAMUKUNJI	17228
		KASARANI	3690
		EMBAKASI	4617
		NJIRU	11169
		MAKADARA	7844
2	KILIFI	KALOLENI	12022
		RABAI	4651
		MAGHARINI	7303
		GANZE	7141
		KILIFI NORTH	3661
		KILIFI SOUTH	8619
3.	LAMU	LAMU EAST	583
		LAMU WEST	3040
4.	TAITA TAVETA	MWATATE	3350
		TAVETA	1537
		WUNDANYI	1172
		VOI	1300
5	KWALE	KINANGO	1350
		LUNGA LUNGA	1176
		MSAMBWENI	3567

ID. AUTHORITY/GOVERNING REGULATIONS

Nilinde's grant awards are made under the authority of the U.S. Foreign Affairs Act and USAID's Advanced Directive System (ADS) 303. Awards made to non-U.S. organizations will adhere to guidance provided under [ADS Chapter 303](#), "Grants and Cooperative Agreements to Non-Governmental Organizations" and will be within the terms of the USAID [Standard Provisions for Non-U.S. Non-Governmental Recipients](#), as well as the Nilinde grants procedures.

ADS 303 references two additional regulatory documents issued by the U.S. Government's Office of Management and Budget (OMB) and the U.S. Agency for International Development:

- 2 CFR 200 [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E](#) (U.S. applicants are subject to 2 CFR 200 in its entirety)

- Full text of 2 CFR 200 can be found at <http://www.gpo.gov/fdsys/pkg/FR-2013-12-26/pdf/2013-30465.pdf> and 2 CFR 700 at <http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=1&SID=102cd1c4eb042c8040ebfcb0e923edfc&ty=HTML&h=L&r=PART&n=pt2.1.700>.

Nilinde is required to ensure that all organizations receiving USAID grant funds comply with the guidance found in the regulations referenced above, as applicable to the respective terms and conditions of their grant awards.

SECTION II. AWARD INFORMATION

Nilinde anticipates awarding up to **14** number of grant awards in the range of **Kshs. 5,946,177-Kshs. 20,490,983** each per year subject to availability of funds. The final amount will be dependent upon grant activities and final negotiation and may be lower or higher than that range. The duration of any grant award under this solicitation is expected to be no more than 12 months. Successful implementers may have their grants extended for another year pending successful implementation, donor approval, and availability of funding. The estimated start date of grants awarded under this solicitation is end of (**1st March 2016**). Grants awarded under this RFA could either be cost reimbursable grants or fixed award grants.

SECTION III. ELIGIBILITY

III.A. ELIGIBLE RECIPIENTS

- Applicants must be a registered civil society organizations, non-governmental organization or faith based organization in Kenya with activities in Nairobi and/or coast region.
All applicants:
 - (i) Should be formally constituted at the time of grant award;
 - (ii) Recognized by and in good standing with appropriate Kenyan authorities;
 - (iii) Have their principle place of business in Kenya;
 - (iv) Be majority owned by individuals who are citizens or lawful permanent residents of Kenya;
 - (v) Compliant with all applicable civil and fiscal regulations.
- Applicants must be able to demonstrate successful past performance in implementation of integrated development programs related to Nilinde priority areas as described in Section IA.
- 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. Nilinde will assess this capability prior to awarding a grant.
- Applicants must also be:
 - Operational in the last 18 months and have experience working in the sectors mentioned in Section IC;
 - Able to fully comply with USAID, Nilinde and Government of Kenya environmental requirements;
- Applicants must sign the following required certifications prior to receiving a grant. The certifications are attached to this solicitation (Annex D), and Nilinde grants and finance staff will review them with applicants.
 - Certification Regarding Terrorist Financing (Required for all grants)
 - Certification Of Recipient (Required for all grants)

- For any grant award(s) resulting from this solicitation that is other than in-kind and equivalent to \$25,000 USD or more, grantees will be required to provide a Data Universal Numbering System (DUNS) number at the time of award. If the applicant already has a DUNS number it should be included in their application. Otherwise, applicants will be expected to get a DUNS number before an award is made. The Nilinde project will assist successful applicants with this process. DUNS numbers can be obtained online at <http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- 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.

B. Cost Share

Applicants must be able to contribute a cost share of NOT less than 10% of the award amount. The contribution can also be higher than the minimum requirement of 10% of the cost of award. The cost share can be done through capital or equity contribution. However, the cost share can also be done through operational contributions, which includes office space, staff time, transport, office equipment, etc. each grantee must estimate the cost of its contribution taking into account the fair market value of each input evidenced by logical approach. To highlight some of the approaches to be followed in determining the cost of an input we suggest the following:

Specific procedures for the recipient in establishing the value of in-kind contributions are set forth below.

- Staff time including professionals, board of directors and time furnished may be counted as cost sharing. The rate for volunteers should be; Consistent with those paid for similar work in the recipient's organization or rates should be consistent with those paid for similar work in the labor market. This might be generated by taking the average estimated salary of the managers, accountants, technical managers and so on, and dividing it by 22 days and 8 hours per day to determine the hourly rate of contribution of grantee staffs.
- When an employee other than the grantee furnishes the services of an employee, these services shall be valued at the employee's regular rate plus benefits.
- The value of property will be determined as follows:
 - Land and buildings; the value of donated land and buildings shall not exceed its fair market value (It should be appraised by an independent appraiser).
 - Equipment and machinery: The value of donated equipment shall not exceed the fair market value of equipment of the same age and condition at the time of donation.
 - Use of space: The value of the cost share space shall not exceed the fair rental value of comparable space as established by an independent appraisal.
 - Leased equipment: The value of loaned equipment shall not exceed its fair rental value.
 - The basis for determining staff time, material, equipment, machinery, plant, buildings and land shall be documented and verifiable.

Applicants shall submit a proposal for cost share contributions as an annex to the cost proposal. The proposed contributions must meet the standards set in 2 CFR 200.306 for non-U.S. organizations "Cost Sharing".

Nilinde encourages applications from organizations who meet the above eligibility criteria to apply

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

IVA. INSTRUCTIONS TO APPLICANTS

Applicants must propose strategies for the implementation of the program description described above, introducing innovations that are appropriate to their organizational strengths.

IVA1. APPLICANT SELF-ASSESSMENT

All organizations selected for award are subject to a pre-award risk assessment conducted by Nilinde, to ascertain whether the organization has the minimum management capabilities required to handle US government funds. The applicant self-assessment is the first step in the pre-award risk assessment process. The Applicant Self-Assessment Form is contained in Annex E.

IV.A.2. GRANT APPLICATION

Templates to be utilized when developing the application are provided in Annex *B-D*. Applicants shall present their technical application and budget in the formats provided and shall follow the instructions and guidelines listed in these annexes.

All grant 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 grant objective.

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

IV.A.3 INELIGIBLE EXPENSES

Nilinde grant funds may not be utilized for the following:

- Construction or infrastructure activities of any kind.
- Ceremonies, parties, celebrations, or “representation” expenses.
- Purchases of restricted goods, such as: restricted agricultural commodities, motor vehicles including motorcycles, pharmaceuticals, medical equipment, contraceptive products, used equipment, ferterlizers; without the previous approval of Nilinde, or prohibited goods, prohibited goods under USAID regulations, including but not limited to the following: abortion equipment and services, military equipment, surveillance equipments, luxury goods, gambling equipment and weather modification equipment
- Alcoholic beverages.
- Purchases of goods or services restricted or prohibited under the prevailing USG Foreign Policy Restricted Countries.
- Any purchase or activity, which has already been made.

- Purchases or activities unnecessary to accomplish grant purposes as determined by Nilinde Project.
- Prior obligations of and/or, debts, fines, and penalties imposed on the Grantee.
- Creation of endowments.

IV.A.4 ELIGIBLE EXPENSES

Grant monies may be used for the following types of costs:

- Operational costs related to the provision of the proposed activities, including salaries of personnel, relevant equipment, supplies, financial administration, and other costs directly related to implementing the project.
- Operational costs for activities related to the delivery of proposed activities, including trainings, workshops, and communication initiatives.
- Materials development, production and distribution.
- Indirect costs may be allowable for organizations with an audited and certified indirect cost pool supported by an indirect cost pool budget and financial statements.

IV. B. APPLICATION AND SUBMISSION INFORMATION

Applications shall be submitted in English and may not be more than 15 pages excluding certifications.

Applications, including supporting documentation, should be delivered in **sealed hard copies** to the addresses below and should reference **RFA-Nilinde- 001-2015**. Applications will be accepted no later than **5:00 pm** Kenya time on **January 26th 2016**. Late or unresponsive applications will not be considered.

Plan International Kenya Country Office (Nairobi) Oloitokitok Road, Lavington, Methodist Ministries Centre, Block C, 2nd Floor P.O. Box 25196 - 00603, Nairobi, Kenya.

Or

Plan International Nilinde Project Office (Mombasa) Impala road, Nyali, P.O Box 985-90100, Mombasa Kenya

In addition to the application form, applicants should submit the following to Nilinde:

- Signed and dated Required Certifications listed under section III.A
- A copy of the Applicant's valid legal registration,
- A copy of their latest audited financial statements.
- A copy of Tax Verification Certificate.

Please submit all questions concerning this solicitation to the following email: NilindeRFA@plan-international.org. Nilinde will assist applicants in understanding the application process, and can provide guidance in application development at the request of applicants.

Applicants will be notified in writing for the status of their application within a month from the day of submission.

SECTION V. APPLICATION EVALUATION

VA1 MERIT REVIEW CRITERIA

Full applications will be evaluated against the merit review criteria in the table below.

Merit Review Category	Rating (Points)
Feasibility of design and technical approach	35
Reaching target groups and impact on target group	20
Management and operational capacity	20
Past performance	15
Cost efficiency	10
Overall Rating (out of 100 points)	100

These merit review criteria elements are described more fully below.

A. *Technical Understanding and Approaches.* The understanding of the overall program description and its objectives. Evaluation criteria will include: (35 points)

- Understanding of the opportunities and constraints related to supporting the planning, implementation and monitoring of the activities.
- Description of how the applicant will effectively, efficiently, and transparently achieve the objectives outlined in the program description.
- A comprehensive monitoring plan to effectively monitor and report on achievements and results.
- Extent to which learning is imbedded into the program for continuous quality improvement to achieve and show impact.

B. *Reaching target groups.* Potential to broadly reach the target groups and the extent to which the proposed activity directly benefits them. Applications must demonstrate how the applicant intends to reach target groups or beneficiaries. Evaluation criteria include: (20 points)

- Description of how the applicant will mobilize and leverage existing structures and systems – including recruitment and retention of volunteers.
- Ability to scale-up and expand services to reach all target OVC households in at least two sub-counties.

C. *Management and technical capacity.* Evidence of the capability to undertake and accomplish the proposed activities. The application should demonstrate the organization’s effectiveness in terms of internal structure, technical capacity, and key personnel. In addition, the organization must demonstrate adequate financial management capability. The evaluation will be based principally on the background, qualifications, reputation, appropriateness and skills of its key personnel; and the “track record,” reputation, and

achievements (including development of self-sufficient, sustainable activities) of the organization. Evaluation criteria includes: (20 points)

- Effective and cost-efficient management structure (from the organization to the end beneficiary) to achieve project goals, objectives & targets.
- Personnel who have relevant technical skills and experience to implement the activities.
- Management and financial systems to ensure compliance with donor rules and regulations.

D. Past Performance. Previous or ongoing experience implementing similar activities. This examines an Applicant's references and experience, which is a critical factor in assessing the capacity of the organization to implement the activity. Evaluation criteria include: (15 points)

- Demonstrated organizational knowledge and institutional capacity to support the planning, delivery, monitoring and evaluation of similar activities.
- Ability to ensure a smooth transition from currently supported activities to this new program.
- Relevant programming experience and representative accomplishments in managing and implementing similar projects – including funding levels. In the geographical areas being targeted under this project?

E. Cost efficiency. The degree to which budgeting is clear and reasonable and reflects best use of organizational and grant resources. Evaluation criteria include: (10 points)

- Number of target OVC and households to be served by the project in a quality manner.

Additionally, Nilinde will ensure environmental soundness and compliance in design and implementation as required by 22 CFR 216.

SECTION VI. AWARD AND ADMINISTRATION INFORMATION

All grants will be negotiated, denominated and funded in Kenyan Shillings.

All costs funded by the grant must be allowable, allocable and reasonable. Grant applications must be supported by a detailed and realistic budget as described in Section IV.

Issuance of this RFA and assistance with application development do not constitute an award or commitment on the part of Nilinde Project or Plan International Kenya, nor does it commit Nilinde or Plan International Kenya to pay for costs incurred in the preparation and submission of an application. Further, Nilinde and Plan International Kenya reserves the right to accept or reject any or all applications received and reserves the right to ask further clarifications from the offerors. Applicants will be informed in writing of the decision made regarding their application.

LIST ANNEXES –

- **Annex A** –Grant Application Form
- Annex B** – Grant Application Budget & Budget Narrative
- **Annex C** –Implementation Timeline (only for Fixed Amount Awards) or 1 Year Work Plan (all other awards)
- **Annex D** – Required Certifications
- **Annex E** – Applicant Self-Assessment Form
- **Annex F**- Standard provisions for Non US Non-Governmental organizations (see attachment IV)
- Annex G**- Environmental Review Form

ANNEX A – APPLICATION FORM

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

This application is in response to RFA-Nilinde- 001-2015

Section I. Basic Information

1. Business name:
2. Date business was founded and registration status:
3. Contact information:

Name of business representative and title:	
Official address:	Office phone:
Mobile:	Fax:
Email:	Website:

4. 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.
5. Briefly describe the business, its purpose, and past related experience:
6. List contact information for three (3) references from previous donors or other organizations (business partners, suppliers etc.) that your organization has collaborated with in the last two years (U.S. and other):

Donor Agency or Organization (business partner, supplier etc.)	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:

Section II. Program Description

7. Title of the proposed grant activity:

8. Background: Why is it critical to address this issue?

9. Please explain the objective of applying for this grant.

10. Describe the proposed activity and expected results in detail (or attach a project description). Describe the main tasks that are proposed under the activity, the expected results to be achieved, and how the tasks are linked to the grant objective. This activity detail should keep in mind the evaluation criteria contained in the solicitation:

11. Describe the proposed participants and/or beneficiaries, and your method for identifying or selecting participants and beneficiaries:

Section III. Implementation Plan

12. Anticipated duration of the grant activity:

Overall length (total number of months)	
Start and end date (day, month, and year)	

13. All implementation plans must be supported by Annex B.1 that lists all identified tasks over the duration of the activity.

14. Location(s) of the activity (add rows as needed).

#	Community	County		
1				
2				
3				
4				
5				

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

Section IV. Experience and Capacity

16. Describe the business’s experience implementing similar activities:

Section V. Cost

Note: All applications must be supported by the attached Annex B, Grant Budget template.

Cost in local currency per the attached budget:

Amount requested from Nilinde project:	
In-kind (i.e. donated goods or services) or other contribution from business:	
Other donors or third-party resources:	
Total Estimated Grant Activity Cost:	

Discuss strategies for ensuring the sustainability of the proposed activity and business, including proposed cost share, expected program income generation (if any), and third party leveraging of funds (if any).

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: _____

FOR PROJECT USE ONLY

Date received _____ Grant Reference No. _____

The undersigned hereby certifies that: (a) the prospective grantee has received an official delivery receipt for its *Grant Application*, (b) a copy of that receipt has been filed, (c) a reference number has been assigned, and (d) a grant application file has been opened. In addition, the prospective grantee has been advised as to the review and appraisal process, and its primary project point of contact.

Grants Manager _____ Date _____

ANNEX B – DETAILED GRANT BUDGET TEMPLATE (EXCEL-ATTACHED AS SEPARATE DOCUMENT)

ANNEX D – REQUIRED CERTIFICATIONS (ATTACHED AS SEPARATE DOCUMENT)

ANNEX E: GRANTEE SELF-ASSESSMENT FORM

Accepting a grant from the Nilinde Project creates a legal duty for the Grantee to use the funds according to the Grant Agreement and to United States federal regulations. Before awarding a grant, the Nilinde Project must assess the adequacy of the financial and accounting systems of a prospective grantee to ensure accountability.

To complete this form, answer each question as completely as possible, using extra pages if necessary.

APPLICANT INFORMATION

1. **Name of Organization:** _____

2. **Activity Title:** _____

3. **Name, Title, Contact Information of Individual Completing Questionnaire:** _____

INTERNAL CONTROLS

1. **Internal controls are procedures that ensure:**
- a. Financial transactions are approved by an authorized individual and follow laws, regulations, and the organization's policies, Yes No
 - b. Assets are kept Safely, Yes No
 - c. Accounting records are complete, accurate, and kept on a regular basis Yes No

Please complete the following concerning your organization's internal controls:

2. **The name, position/title, and telephone number for the individuals responsible for verifying allowability of expenditures:**

- 1. Name: _____
- 2. Title: _____
- 3. Telephone number: _____

3. **The name, position/title, and telephone number for the individual responsible for maintaining accounting records:**

- 1. Name: _____
- 2. Title: _____
- 3. Telephone number: _____

4. **List the name, position/title, and telephone number for the individual responsible for preparing financial reports:**

- 1. Name: _____
- 2. Title: _____
- 3. Telephone number: _____

5. **List the name, position/title, and telephone number for the individual responsible for preparing narrative reports:**

- 1. Name: _____
- 2. Title: _____
- 3. Telephone number: _____

6. Does the organization keep timesheets for each paid employee? Yes No

ACCOUNTING SYSTEM

1. The purpose of an accounting system is to:

- a. Accurately record all financial transactions, Yes No
b. Ensure that all financial transactions are supported by invoices, timesheets and other documentation, Yes No

2. Briefly describe your organization's accounting system including: (A) any manual ledgers used to record transactions (general ledger, cash disbursements ledger, suppliers ledger etc.); (B) any computerized accounting system used (please indicate the name); and (C) how transactions are summarized in financial reports, (by the period, project, cost categories):

3. Does your organization have written accounting policies and procedures? Yes No

4. Are your financial reports prepared on a: Cash basis: Accrual basis:
(Accrual = bill for costs before they are incurred)

5. Can your accounting records separate the receipts and payments of the grant from the receipts and payments of your organization's other activities? Yes No

6. Can your accounting records summarize expenditures from the grant according to different budget categories such as salaries, rent, supplies, and equipment? Yes No

7. How do you allocate costs that are "shared" by different funding sources, such as rent, utilities, etc.?

8. How often are financial reports prepared? Monthly: Quarterly: Annually:

If financial reports are not prepared, then briefly explain why they are not:

9. How often do you input entries into the financial system?
Daily b. Weekly c. Monthly d. Ad hoc/as needed

10. How often do you do cash reconciliation?
Daily b. Weekly c. Monthly d. By accountants decision

11. Do you keep invoices, vouchers and timesheets for all payments made from grant funds?

Yes No

FUNDS CONTROL

1. Do you have a bank account registered in the name of your organization? Yes No

2. Are the bank account and its signatories authorized by the organization's Board of Directors, Trustees, or other authorized persons? Yes No

AUDIT

Please provide the following information on prior audits of your organization.

1. Does your organization contract and pay for regular independent audits? Yes (please provide the most recent copy) No audits performed

2. If regular independent audits are performed, who performs the audit?

1. Name: _____

2. Title: _____

3. Telephone number: _____

3. How often are audits performed?

Quarterly: Yearly: Every two years: Other: (explain)

4. If your organization does not have a current audit of its financial statements, please provide a copy of the following financial information, if available:

a. "Balance Sheet" for your prior fiscal or calendar year; and

b. "Revenue and Expense Statement" for your prior fiscal or calendar year.

5. Are there any reasons (local conditions, laws, or institutional circumstances) that would prevent an independent accountant from performing an audit of your organization? Yes No

If yes, please explain: _____

CHECKLIST AND SIGNATURE PAGE

The project requests that your organization submit a number of documents along with this completed questionnaire. Complete this page to ensure that all requested information has been included.

Please complete the checklist below, then sign and return the questionnaire and any other requested documents.

1. Complete the checklist:

Incorporation Papers or Certificate of Registration and Statute have been provided to the project.

Organizational chart, if available, has been provided to the project.

Copy of your organization's most recent audit has been provided to the project (Alternatively, if there has been no recent audit, then a "Balance Sheet" and "Revenue & Expense Statement" for the prior fiscal year must be provided).

All questions on this questionnaire have been fully answered.

The organization's authorized agent has signed and dated this page.

The Accounting Questionnaire must be signed and dated by the organization's authorized Agent who has either completed or reviewed the form.

Approved by:

Print Name

Signature

Title

Date

Annex F: Standard provisions for Non US Non-Governmental organizations (ATTACHED AS SEPARATE DOCUMENT)

Annex G: Environmental Review Form (ATTACHED AS SEPARATE DOCUMENT)