

## Pre-Submission Meeting Minutes

**Call for Proposals: Ref: ATscale/Grant/2022/006 - Program Management, Coordination, and Support in implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya (2022-2025)**

**25 August 2022, 14:00 CET**

The UNOPS ATscale representative/meeting chair (Programme Support Specialist) started presenting the agenda and introducing the team. The Grant Analyst later went through the important deadlines and the CFP amendment. He further highlighted the Eligibility, Formal and Qualification Criteria and the evaluation method used in the process, which is cumulative analysis and notified meeting participants of another amendment to the CFP in regards to Eligibility. The UNOPS representative also noted the importance of submitting a complete proposal and duly signed documents, in order to increase the chances of compliance.

Next, the UNOPS ATscale Technical (Programme and Policy Specialist) representative presented the Scope of Work of the CFP, clarifying the scope of the work needed and a first session of questions and answers took place (the transcription of the questions and answers can be found in the table below).

### Questions and Answers

SN#	Question and Answer
<b>Question - 1</b>	For project implementation, is there an expectation that an inception period will be needed and can be factored into the project timeline?
<b>Answer - 1</b>	Please note that an inception period is not required in the implementation. As soon as the agreement is signed with the selected grantee, we expect the selected grantee to start the grant activities implementation. This requires to be considered in your proposed work plan accordingly.
<b>Question - 2</b>	For the proposal documents, are there any page or word limits?
<b>Answer - 2</b>	Please note that there are no word or page limits in the application template or budget template.
<b>Question - 3</b>	The CFP minimum requirement/qualification indicates that Non-Governmental and not for profit, as PWC which is a partnership will we be considered as non-governmental or we have to meet the requirement of not for profit?
<b>Answer - 3</b>	Grant applications shall only be accepted from not-for-profit and Non-Governmental Organizations (NGOs) or UN agencies that are registered to operate in Kenya. Please note that commercial entities and for-profit are excluded and are not eligible to apply.

<b>Question - 4</b>	Financial proposal, is it just the cost or the way we structure the implementation of the programme of the grant itself beyond just the overheads? (level of detail required for the financial proposal, are we supposed to even structure the cascading of the grant itself)
<b>Answer - 4</b>	Please follow the budget structure as set out in the CFP Annex B - Grant Budget Template, cascading is required as per the budget template and should be reflected in the overall proposal, as we want to see how the applicant is planning to build the capacity of the government and what amount of the grant can be transferred to the government to manage for the period of year 2 and 3 of the grant.
<b>Question - 5</b>	Can you confirm if the consortium partners can increase and/or change over the course of the three years?
<b>Answer - 5</b>	<p>Yes, we are flexible with this approach. However, this will be contingent upon annual review and performance of the partner. This requires to be clearly outlined in your initial application submitted in response to the CFP outlining the partners and year and filling out Application template's Appendix 1: Consortium Application Form. Also please note of the below clauses in regards to consortium application;</p> <ul style="list-style-type: none"> <li>(i) All parties of such consortium shall be jointly and severally liable to UNOPS for any obligations arising from their proposal and the Agreement that may be awarded to them as a result of this CFP;</li> <li>(ii) The proposal shall clearly identify the designated entity designated to act as the contact point to deal with UNOPS. The duly filled and signed Appendix 1 [Consortium Application Form] must be included with the proposal. Such entity shall have the authority to make decisions binding upon the consortium during the proposal process and, in the event that an Agreement is awarded, during the duration of the agreement; and</li> <li>(iii) The composition or the constitution of the consortium shall not be altered without the prior consent of UNOPS.</li> </ul>
<b>Question - 6</b>	Does that mean that a consortium partner could appear in more than one application?
<b>Answer - 6</b>	<p>No, it is not allowed and please refer to CFP section - 1, General Instruction for Proposal Submission. Also outlined below for further clarity;</p> <p>Interested organizations are requested to <b>submit one (1) proposal in English</b> to the email address below, with the organization's logo in the header. The submission of consortium proposals is allowed. Applicants within that consortium are not permitted to submit their own standalone proposals; or vice-versa. Receipt of more than one proposal from an applicant, whether in consortium or standalone, may result in disqualification of both applications at the discretion of ATscale.</p>

<b>Question - 7</b>	When is the deadline for application?
<b>Answer - 7</b>	As per the request that ATscale Secretariat received, the deadline for submission of the proposals has been extended to Thursday, 15 September 2022 06:00 PM (CET), please refer to CFP Amendment 1 of 1.
<b>Question - 8</b>	In essence, firms should not be linked at all to this CFP?
<b>Answer - 8</b>	Firms/commercial entities cannot be directly contracted by UNOPS/ATscale through this Call for Proposal but they can work as subcontractor/sub-grantee with the selected grantee meeting their procurement rules and regulations.
<b>Question - 9</b>	Is there a plan around sustainability of this project i.e. what happens after the three years?
<b>Answer - 9</b>	<p>Yes, we are expecting all the potential applicants to build that sustainability part in their proposal and it is expected that this part will be evaluated very critically.</p> <p>To clarify further there are two dimensions of sustainability. Firstly, the transition aspect which is about moving the management of this programme through the government system. Secondly, the aspect of the sustainability of the activities beyond three years.. On this aspect we do not expect necessarily that all activities in this concept note are going to be sustainable after 3 years, therefore, the 3 years timeline was set more because of funding considerations and it is dependent on the funding situation. It is likely that our partnership would continue with Kenya beyond three years of this concept note. Because ensuring sustainability of some of these interventions will require more than the 3 years timeline but we simply could not commit to a longer period at this point of time given we are still in the early stage of this global partnership.</p>
<b>Question - 10</b>	And also I missed the point about if the detail of the cascading budget has to be provided at this stage?
<b>Answer - 10</b>	Please follow the budget structure as set out in the CFP Annex B - Grant Budget Template, cascading is required as per the budget template and should be reflected in the overall proposal, as we want to see how the applicant is planning to build the capacity of the government and what amount of the grant can be transferred to the government to manage for the period of year 2 and 3 of the grant.
<b>Question - 11</b>	Do you expect organizations to deliver exactly what is in the Concept Note, or, if we think there is room to improve technically in some areas of it, are you open to applications proposing to address that?
<b>Answer - 11</b>	There is some level of sensitivity attached to the concept note because the concept note was developed after consultative process that was taken by the Government, thus, we do not expect too much deviations from the activities stipulated in the

	Concept Note, but in case there are some better suggestion or proposal from the applicants to improve the implementation, we welcome such improvement and it should be in full agreement with the government.
<b>Question - 12</b>	Can you provide any guidance about what degree of funding/responsibility/roles you expect to see transitioned to government in years 2 and 3?
<b>Answer - 12</b>	At the proposal stage, we want all applicants to propose the best approach to the best of their knowledge on how it can be done. To clarify, some indication should be provided by applicants as part of their application in terms of what they believe would be the most realistic and sensible approach to transitioning overtime some of the activities and management to the government., Realizing that this may change during the course of first year depending on progress. At the time of second year planning, we would jointly finalize what gets transitioned or not depending on progress and risk consideration.
<b>Question - 13</b>	Is there an expectation that the government would be financially contributing their own resources to positions/management of the program?
<b>Answer - 13</b>	This project will be anchored in the rehabilitation unit of the ministry of health. They have their own resources and they will be funded by the government. However, in response to CFP we expect the partner to propose the positions that are required to support the unit to make sure that the implementation is successfully done in coordination with the ministry of health.
<b>Question - 14</b>	Can you tell us who is the donor providing the funds to this project?
<b>Answer - 14</b>	ATscale is a global initiative, with pooled funding similar to other global financing institutions like GAVI, global fund etc. Currently there are two donors; the Government of the United Kingdom and the Government of the United States. Please note that this should not be material to your application.
<b>Question - 15</b>	In regards to the evaluation division of score, it is indicated that technical is 80% and financial proposal is 20%. Can you clarify how it is broken down?
<b>Answer - 15</b>	There are two components (application form - including appendixes- and budget) that you are required to submit as a complete proposal, if one is missing your submission is incomplete and will not be considered for evaluation. The “application” component of your proposal is considered in technical evaluation that has 80% obtainable scores and the specific criteria including breakdown of scores are set in the CFP for your applicant in Section 5. Evaluation Criteria, STAGE 2: TECHNICAL EVALUATION of the CFP and the “budget” component of your proposal is considered under financial evaluation that has 20% obtainable points and based on the criteria outlined in the CFP.
<b>Question - 16</b>	Would an NGO/not for profit lead working in consortium with a commercial entity for some strategic area/elements of the grant?

<b>Answer - 16</b>	To clarify, even if it is a consortium; only the not for profit, non-governmental organizations are required and will be considered qualified applicants. This is applicable both to standalone applications and consortium applications.
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