

Clarifications to the Call for Proposals (CFP)

Project Title: Program Management, Coordination, and Support in implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya (2022-2025)

CFP Reference No.: ATscale/Grant/2022/006

Date: 29 August 2022

Item	Page Number/ Section/ Paragraph (in original CFP)	QUESTION	ANSWER
1.	Page 4, Section 3. Scope of Work	Is this for partners with HR services. To provide manpower solutions?	No, the CFP aims to provide Program Management, Coordination, and Support in the implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya, while building capacity and gradually transferring management of the program directly to the government of Kenya. Please refer to the CFP documents for further detailed information.
2.	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/ Qualifications	Are limited companies working as social enterprises eligible to apply who are working in the disability sector?	Please refer to page number 9, Evaluation Criteria, Minimum Requirements/Qualification. Further, Grant applications shall only be accepted from not-for-profit and Non-Governmental Organisations (NGOs) that are registered to operate in Kenya. UN agencies are allowed to bid for this CFP.
3.	CFP Annex E, Kenya Concept Note	Are you able to share the concept note that you refer to in your email?	Please follow the Call for Proposal link in UNGM https://www.ungm.org/Public/Notice/179333 and you can see the Annex E, Kenya Concept Note that is document number 6.
4.	Page 2, CFP Document, Section 1, General Instructions for Proposal Submission	I am a serious candidate as well as a service provider and I would love to know the How and possibility of my successful participation in this program.	Please go through the CFP Document, specifically Section 1, General Instructions for Proposal Submission. It is to be noted that this is a Call for Proposal and Grant applications shall only be accepted from not-for-profit and Non-Governmental Organisations (NGOs) that are registered to operate in Kenya. UN agencies are allowed to bid for this

			CFP.
5	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/Qualifications	We understood that this assignment is mainly aimed for NGOs and UN entities. Could you potentially give us an insight on whether we could also propose for this assignment or whether commercial organisations are excluded?	<p>The Call for Proposal is open only to not-for-profit and Non-Governmental Organisations (NGOs) that are registered to operate in Kenya and UN agencies.</p> <p>Grant applications shall only be accepted from not-for-profit and Non-Governmental Organisations (NGOs) that are registered to operate in Kenya. UN agencies are allowed to bid for this CFP.</p>
6	CFP Annex G - Grantee Financial Reporting Template	In the financial reporting template, there is one tab that is labelled "Financial Report per Strategic," but the inputs filled in are the cost category names. There is also a tab labelled "Summary Financial Report" that has the report categories blank. Do you expect financial reporting both by cost category and by strategic area?	<p>In regards to your question, our response is "Yes". Please see below each tab reporting requirement;</p> <p>Tab "Financial Report per Strategic Area":</p> <p>This tab is for financial reporting per "Strategic Area" by cost drivers that means the tab "Financial Report per Strategic Area" will need to be duplicated and completed multiple times, one per each strategic area.</p> <p>Tab "Summary Financial Report":</p> <p>This tab is for financial reporting per "Strategic Area" only that can be linked to each tab of the strategic area.</p>
7	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/Qualifications and page 2, Section 1. General Instructions for Proposal Submission	<p>We would like to seek clarifications on the following aspects of the Call for Proposal (CfP):</p> <p>Eligibility criteria: Grant applications shall only be accepted from not-for-profit and Non-Governmental Organizations (NGOs) that are registered to operate in Kenya.</p> <ul style="list-style-type: none"> • Status as a non-profit, NGO, or UN • Registration in the program country <p>Question 1: Does the above mean that an International non-profit organization with a registered branch office in Kenya is eligible to apply for this grant (as a lead or as a co-applicant)?</p>	<p><u>Response to Question - 1:</u></p> <p>As long as an organization meets the Minimum Requirements/Qualifications set in the CFP, can apply and submit their application and in regards to your question, our response is "Yes".</p> <p><u>Response to Question - 2:</u></p> <p>The Call for Proposal opportunity will lead to the issuance of only one grant.</p> <p><u>Response to Question - 3:</u></p> <p>As per the requests that ATscale has received, the deadline of the CFP has been amended and now the CFP deadline is 15 September 2022,</p>

		<p>Question 2: How many grants are likely to be awarded within this CfP?</p> <p>Question 3: Given the elections in Kenya and summer holidays in many offices, would UNOPS consider extending the application deadline?</p>	<p>please follow the CFP amendment posted on UNGM (https://www.ungm.org/Public/Notice/179333).</p>
8	<p>Page 2, Section 1. General Instructions for Proposal Submission and Page 8, Section 5. Evaluation Criteria, Minimum Requirements/Qualifications</p>	<p>1. Will there be a webinar for interested parties to find out more about this opportunity before the call for applications closes?</p> <p>2. Are we able to apply as a lead organisation to implement wheelchair provision, capacity building and mentoring – and offering our plan and budget on how to deliver on these technical areas?</p> <p>3. If not, are we able to join a consortium to be a supportive partner and the implementer of the above activities?</p> <p>4. Can we join in with more than one consortium if our role in the project will only be supportive and not the lead manager/ coordinator?</p> <p>5. Is there a possibility for an extension on the application deadline?</p>	<p><u>Response to Question - 1:</u></p> <p>A pre-submission meeting is scheduled virtually at the below date and time;</p> <p>Date and Time: Thursday, 25 August 2022, at 02:00pm (CET) and the session will be open for 60 minutes.</p> <p>Google Meet joining info:</p> <p>Thursday, 25 August 2022, at 02:00pm (CET) and the session will be open for 60 minutes.</p> <p>Video call link: https://meet.google.com/nrq-aygz-cti</p> <p>Or dial: (US) +1 385-352-0855 PIN: 743826672#</p> <p>More phone numbers: https://tel.meet/nrq-aygz-cti?pin=6595133205210&hs=7</p> <p>Instructions to join the meeting: Click on the meeting link: https://meet.google.com/nrq-aygz-cti Click on 'ask to join' Wait for a few seconds, you'll be connected to the meeting Feel free to reach out to us in case you experience any issues</p> <p><u>Response to Question - 2:</u></p> <p>CFP should be responded to as one proposal against the entire scope of work stipulated in the CFP document and CFP Annex E Kenya concept note. Applying standalone for a few pieces of the expected scope of work is not allowed unless it is a consortium and the lead partner covers for remaining tasks and in regards to your question, our response is "No".</p> <p><u>Response to Question - 3:</u></p> <p>An applicant is entitled to get into a</p>

			<p>consortium to provide both coordination and implementer roles based on their strength. Both lead and consortium partners need to define activities clearly in the proposal where they will play the role of implementers. However, both lead and co-applicant can't be sub-grantees for the remaining work during the implementation and in regards to your question, our response is "Yes".</p> <p><u>Response to Question - 4:</u></p> <p>Please note that the CFP, Section 1. General Instructions for Proposal Submission clearly indicates that "Interested organizations are requested to submit one (1) proposal in English 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> <p><u>Response to Question - 5:</u> As per the requests that ATscale has received, the deadline of the CFP has been amended and now the CFP deadline is 15 September 2022, please follow the CFP amendment posted on UNGM (https://www.ungm.org/Public/Notice/179333).</p>
9	Page 2, Section 1. General Instructions for Proposal Submission	We are very interested in submitting a proposal for this exciting opportunity but would like to request an extension of two weeks due to the disruption caused by preparations for the general election which has made conversations with partners in Kenya very difficult over the past few weeks. As this is an issue affecting all interested parties, would it be possible to extend the deadline by at least two weeks?	As per the requests that ATscale has received, the deadline of the CFP has been amended and now the CFP deadline is 15 September 2022, please follow the CFP amendment posted on UNGM (https://www.ungm.org/Public/Notice/179333).
10	Page 2, Section 1. General Instructions for Proposal Submission	Should the required annexes be submitted as separate files or integrated within the technical proposal as one single file?	<p>The following documents are required to be submitted by the deadline:</p> <ol style="list-style-type: none"> 1. CFP Annex A – Grant Application Template

			<p>(including all appendixes)</p> <ol style="list-style-type: none"> 2. CFP Annex B – Grant Budget Template. 3. CFP Annex F - Due Diligence Questionnaire <p>It is strongly recommended to submit all the required annexes separately (budget proposal, Due Diligence Questionnaire and grant application), that means each of the annexes is required to be submitted in its own format apart from the grant application that requires signature (only grant application can be in PDF format).</p>
11	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/Qualifications	<p>What kind of an NGO can apply? I have worked for 9 good years in the field of AT and I have a registered business entity in the field of Prosthetics and orthotics since 2014. We have recently registered an NGO and it is barely a year old.</p> <p>Kindly advise me as I yield to your mentorship and counsel in this entire process.</p>	<p>It is highly recommended to please go through CFP Section 5, Evaluation Criteria, Minimum Requirements/Qualifications where you can find the eligibility requirement.</p> <p>There are two requirement set in the CFP Section 5, Evaluation Criteria, Minimum Requirements/Qualifications as of below;</p> <p>1- Grant applications shall only be accepted from not-for-profit and Non-Governmental Organizations (NGOs) that are registered to operate in Kenya. UN agencies are allowed to bid for this CFP.</p> <p>2- Demonstrated 3 years experience in fund management and capacity building for multi-year, multi-million dollar program(s), program coordination, and capacity building, this should include;</p> <ol style="list-style-type: none"> a. Experience working in Kenya or country of similar setting and; b. Experience working with governments and ministries
12	CFP Annex A - Grant Application Template	Are applicant(s) allowed to duplicate the implementation plan from the concept note in their proposal?	Direct copy and paste of the implementation plan from the concept note is not required. To clarify, applicant(s) are expected to elaborate implementation arrangements that could successfully implement the concept note

			activities.
13	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/ Qualifications	<p>We came across the call for proposal for provision of Program Management, Coordination, and Support in implementation of Assistive Technology (AT) activities to the Ministry of Health, Government of Kenya.</p> <p>We wish to apply for this opportunity. One of the eligibility criteria is that the Grant applicants are from not-for-profit and Non-Governmental Organizations (NGOs) that are registered to operate in Kenya.</p> <p>Please let us know if a firm which is registered as a Limited Liability Company is eligible to apply for this opportunity.</p>	<p>As long as an organization meets the Minimum Requirements/Qualifications set in the CFP, can apply and submit their application, therefore; it is highly recommended to please go through CFP Section 5, Evaluation Criteria, Minimum Requirements/Qualifications where you can find the eligibility requirement.</p>
	Page 8, Section 5. Evaluation Criteria, Minimum Requirements/ Qualifications	<p>We are a new Kenya NGO supporting people living with disabilities, can we apply for the grant/partnership? We learned about the opportunity today, while the deadline for queries was on 15 August 2022 11:00 PM (CET).</p>	<p>As long as an organization meets the Minimum Requirements/Qualifications set in the CFP, can apply and submit their application, therefore; it is highly recommended to please go through CFP Section 5, Evaluation Criteria, Minimum Requirements/Qualifications where you can find the eligibility requirement.</p>

These clarifications shall form part of the official CFP documents. Please be guided accordingly.

Thank you.