



**USAID**  
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**SENEGAL**

**Subject:** Questions & Answers (Q&A)

**Reference:** Notice of Funding Opportunity No. **72068524RFA00016**

**Program Title:** USAID The Gambia Malaria Elimination Activity

**Date:** July 12, 2024

Dear Prospective Applicants:

The United States Agency for International Development (USAID) would like to thank you for submitting questions in response to the referenced Notice of Funding Opportunity (NOFO). Your questions were reviewed, and we hereby provide answers/clarifications enclosed as **ATTACHMENT A**.

The deadline for submission of technical and cost applications is now extended from July 26, 2024, to **July 29, 2024**, at 17:30 PM (GMT) Dakar, Senegal Time.

Issuance of this Q&A does not constitute an award commitment on the part of the U.S. Government nor does it commit the U.S. Government to pay for any costs incurred in preparation or submission of applications. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Thank you for your interest in USAID programs.

Sincerely,

Robert Almosd  
Regional Agreement Officer

Enclosed:  
ATTACHMENT A – Question & Answers

## ATTACHMENT A

### QUESTIONS & ANSWERS

NOFO #72068524RFA00016/USAID- The Gambia Malaria Elimination Activity (GMEA)

#### General Questions

1. Will USAID consider extending the set deadline of 26<sup>th</sup> July?  
USAID Answer: Extended to July 29, 2024. See NOFO Amendment #1.
2. The National Malaria Strategic Plan (NMSP) for the Gambia ends in 2025. Do you expect support to develop the next NMSP within this funding opportunity?  
USAID Answer: Yes, USAID would expect this project to provide technical support to the NMSP toward shaping the development of The Gambia's next NMSP.
3. The scoping for this NOFO highlighted gaps in entomological surveillance. Is there an expectation that surveillance efforts should include participation in or conduct of entomological or antimalarial drug resistance surveillance activities?  
USAID Answer: The GMEA NOFO does not include entomological monitoring surveillance. Entomological monitoring surveillance will be supported under a different PMI mechanism. The GMEA will be expected to coordinate and work closely together with other PMI mechanisms in support of the NMCP strategy. At this time, the GMEA activity is not expected to conduct antimalarial drug resistance surveillance activities as these efforts are supported under the Gambia's Global Fund malaria grant through WHO.
4. Will USAID reconsider requiring subawardees to have a UEI number before submission, or otherwise consider extending the submission date to ensure this can be completed before submission?  
USAID answers: The cover page states "USAID may not award to an applicant unless the applicant has complied with all applicable unique entity identifier (UEI) and System for Award Management (SAM) requirements detailed in Section D.6.g. The registration process may take many weeks to complete; therefore, applicants are encouraged to begin registration early in the process." UEI number must be obtained before the award phase, but it is not required with the application.
5. Can applicants include additional results beyond the illustrative results currently in the NOFO?  
USAID Answer: Yes.

## Technical Questions

6. VI. Management and Staffing Approach (page 14): USAID mentions “a plan that will result in a feasible, efficient, and rapid transition strategy.” Does USAID require a transition plan as part of the application, and if so, could you please provide more details?

USAID Answer: See NOFO Amendment #1.

7. Key Personnel (page 16) – Qualifications for the Senior Malaria Control and Elimination Advisor: The Senior Malaria and Control Elimination Advisor has also been referred to as the Technical Director. Can USAID please clarify whether the title for this key personnel position is Senior Malaria and Control Elimination Advisor or Technical Advisor?

USAID Answer: This position is Senior Malaria and Control Elimination Advisor. Replace “Technical Advisor” with “Senior Malaria and Control Elimination Advisor.” See NOFO Amendment #1.

8. Key Personnel (page 17)—Qualifications for the Finance and Operations Manager: The Finance and Operations Manager has also been referred to as the Finance and Operations Director. Can USAID please clarify whether the title for this key personnel position is Finance and Operations Manager or Finance and Operations Director?

USAID Answer: This position is “Finance and Operations Manager.” See NOFO Amendment #1.

9. Annex B. Summary Management Plan and Staffing Plan (page 18): Could USAID please clarify what content should go in Annex B versus what should go in Section VI? Management and Staffing Approach?

USAID Answer: The Summary Management Plan and Staffing Plan has been renamed as the “Staffing Matrix” and should list all the positions with descriptions of the entire implementation team, including both at the organization’s headquarters and on the field. The Staffing Matrix should be submitted as Annex A.

10. Annex B. Summary Management Plan and Staffing Plan (page 18): Could USAID please clarify what the difference is between the “summary organizational chart demonstrating the totality of positions proposed for all components of the implementation plan, inter-staff relationships, and lines of communication” under Annex B and “Organizational Chart showing how the implementation of the proposed program will be managed” under Annex C. Organizational Chart?

USAID Answer: The Summary Management Plan and Staffing Plan has been renamed as the “Staffing Matrix” and should list all the positions with descriptions of the entire implementation team, including both at the organization’s headquarters and on the field. The Matrix should be submitted as Annex A. The Organizational Chart under Annex B should be a one-page diagram of the organization.

11. History of Performance Information (page 18): USAID indicates a maximum of one page per subawardee. However, the narrative under the same heading states, “If sub-recipients are anticipated, three past performance references are required for each proposed sub-recipient least.” Does USAID require a minimum of three past performance references for subs to fit on one page?

USAID Answer: Each applicant should provide at least three past performance references (maximum one page per reference). The requirement is the same for subrecipients, at least three references and maximum one page per reference.

12. Technical Application – D. History of Performance Information (page 18) and Cost Application – h) History of Performance (page 24): Could USAID please clarify what the difference is between the two and whether this requirement, using the template labeled Attachment F – Past Performance Information, should be submitted under the technical application, the cost application or both?

USAID Answer: History of performance, as described under section 6.h) History of Performance, will be submitted with the Cost Application and is more related to the financial aspects of the application. Attachment F – Past Performance Information (Template) will be submitted with the Technical Application and is more related to technical aspects of the application.

13. Section D.3 (p. 11) directs that narrative text and tables should use Calibri 12 and graphs and charts may use Calibri 10. Would USAID please confirm that Calibri 10 is also permitted for graphics and textboxes?

USAID Answer: Graphics and text boxes are permitted to use Calibri 10.

14. Section D.5.IV (p. 13) outlines three items that the Technical Approach should contain. However, the three items and the contents of Annex A (p. 17) seem to overlap with each other.

- a. Could USAID please specify what content and format they intend for (1) Activity goals and objectives (p. 13); (2) the Program Statement (p. 13); and (3) the Draft Year One Work Plan (p. 17)?

USAID Answer:

- Background (of your technical application): A brief statement of the problem the Activity will address.
- Activity goals and objectives (of your technical application): The results the Activity aims to achieve.
- Program Statement outlining major activities to be accomplished linking to expected results with timelines: A detailed narrative describing potential solutions and approaches the Applicant proposes to achieve the Activity’s goals and objectives. The solutions and approaches must be technically sound, evidence-based, feasible, and context-appropriate in order to sustainably achieve the objectives and results outlined in the Program Description. Applicants must provide a clear theory of change

that directly leads to the program outcomes/objectives and successful achievement of the program description outlined in the NOFO.

- Draft Year One Work Plan: No Longer required. See NOFO Amendment #1.

- b. Does USAID intend for the work plan in Annex A to include a narrative plus a chart/table?

USAID Answer: The Draft Year One Work Plan is no longer required. See NOFO Amendment #1.

- c. What sort of timeline is expected for the Program Statement that is distinct from the work plan?

USAID Answer: The Program Statement covers the entire period of performance (five years). The Draft Year One Work Plan is no longer required. See NOFO Amendment #1.

15. Section D.5 (p. 13) notes “that section IV. Technical Approach, VI. Key Personnel, and VII. Management Approach and Staffing Plan described below must not exceed 30 pages combined”; however, Section VI is listed as the Management Approach on p. 14 with Key Personnel appearing to be a subsection of the Management Approach on p. 15. Would USAID please confirm that the Management Approach is intended to cover the management plan, staffing plan, key personnel, and institutional capacity and experience, all included in the 30-page limit?

USAID Answer: The Management and Staffing Approach (Section D.5.VI. starting on p. 14) includes the Management Plan, Staffing Plan, Key Personnel, and Institutional Capacity and Experience. The corresponding required documents must be submitted as Annexes as described in Section D.5.VII. starting on p. 17 of the NOFO. The documents that are cited as annexes (VII. A to G) will not count against the 30 pages even if they are part of the Management Approach.

16. Section D.5 (p. 13) places a 30-page limit on the combined technical and management approach, but does not give a page restriction for the CLA Approach, also known in Section F (pp. 36-38 and p. 43) as the Draft Activity Monitoring, Evaluation, and Learning Plan and on p. 38 and p. 17. as the Monitoring and Evaluation Plan (MEP). However, D.5.VII implies that only annexes are excluded from the 30-page limit when it says, “These annexes will not count against 30 pages of the main body of the technical application.” Would USAID please confirm:

- a. This section should be known as the Draft AMELP?

USAID Answer: Please refer to this section as “Draft Activity Monitoring, Evaluation, and Learning Plan (AMELP).”

- b. This section is excluded from the 30-page limit? If so, is there a recommended page limit for AMELP?

USAID Answer: There is no recommended page limit for the AMELP.

- c. This section is intended as part of the main proposal and not as an annex?

USAID Answer: The AMELP is no longer intended as part of the main proposal and must be submitted as Annex F.

- d. What content should be included in the Draft AMELP / CLA Approach?

USAID answer: Please refer to the description provided in the AMELP section of the NOFO (p. 36).

- e. If USAID is providing indicators and targets?

USAID Answer: Applicants may propose indicators and targets as part of their AMELP that align with PMI and NMCP objectives, targets and indicators. These can be found in the PMI Annual Report to Congress ([www.pmi.gov](http://www.pmi.gov)) and The Gambia NMCP national malaria strategic plan. The recipient and USAID will finalize indicators and targets after award.

17. Section D.5.VI includes information on Key Personnel (pp. 15-17).

- a. On p. 16, USAID refers to an individual as both the Senior Malaria Control and Elimination Advisor and the Technical Director. Section E.2, under the Management scoring criteria (p. 31) also refers to the Technical Director. Does USAID envision this position to be at a senior advisor or director level?

USAID Answer: USAID envisions this position to be a senior advisor. "Technical Director" is replaced with "Senior Malaria Control and Elimination Advisor." See NOFO Amendment #1.

- b. On p. 16, USAID refers to the Monitoring and Evaluation Manager as one of four key personnel. However, Section E.2, under the Management scoring criteria (p. 31) lists only three, none of which have a monitoring and evaluation function. Could USAID please confirm this is a key personnel position?

USAID Answer: Monitoring and Evaluation Manager is a key position and will be included in Criterion #2: Management Approach / Organizational Capacity under (b) Staffing including Key Personnel. See NOFO Amendment #1.

18. On p. 17, USAID refers to an individual as both the Finance and Operations Manager and the Finance and Operations Director. Section E.2, under the Management scoring criteria (p. 31) also refers to the Finance and Operations Director. Does USAID envision this position to be at a manager or director level?

USAID Answer: USAID envisions this position to be at a manager level.

19. Section D.5.VII.D (p. 18) requires history of performance information in Technical Annex D for both prime and sub-applicants. However, history of performance (only for the prime applicant) is also required in Section D.6.h (p. 24) as part of the Business (Cost) Application. Would USAID please clarify the difference in content between the two locations?

USAID answer: See question #12 above.

20. In Attachment A (p. 48), the NOFO lists Objective 3 as: "Strengthen MoH central-level capacity to **manage, intensify and sustain** malaria control and elimination efforts" [emphasis ours]. However, on p. 59, the NOFO lists it as: "Strengthen MoH/**NMCP**

central-level capacity to **sustain, manage, and intensify** malaria control and elimination efforts.” Would USAID please clarify whether NMCP is included in Objective 3?

USAID Answer: The National Malaria Control Program (NMCP) is a central component of the MOH under Objective 3 of the NOFO.

21. Attachment A (p. 58) writes “GEMP will support the Gambia NMCP and their Senegalese counterparts...” What does GEMP stand for?

USAID Answer: This is a typographical error; it should read “GMEA” (The Gambia Malaria Elimination Activity.) . See NOFO Amendment #1.

22. Attachment A (p. 60) writes “GMEA is requested to play a role in supporting NMCP and partners in planning, monitoring and documenting program evaluation and/or operational research.” On the same page is: “Conduct program evaluation and/or operational research to inform guidance and accelerate elimination.” Will GMEA be directly funding and implementing program evaluation and/or operational research, or will the project provide only targeted technical support to the NMCP and partners?

USAID Answer: Both of these options (direct implementation and technical assistance to NMCP and partners) could be possible during the life of the project, depending on the specific circumstances and topic at hand.

23. Attachment A (p. 61) writes “Specifically, GMEA may support NMCP and partners in introducing a community-based pilot to improve coverage of IPTp to address the low rates of IPTp during pregnancy in moderate to high transmission areas.” However, on p. 62, the description writes “The community IPTp pilot should include monitoring, documentation, and review to assess uptake of IPTp.” Will GMEA’s scope of work and budget include the entirety of the community IPTp pilot, or will the project provide only targeted technical support to the NMCP and partners in implementing the pilot?

USAID Answer: It is envisioned that the GMEA would support the scope of work and budget of a small demonstration pilot for community IPTp taking into consideration any other contributions (e.g. technical, programmatic, funding, etc.) from other stakeholders operating in The Gambia.

24. Could USAID confirm whether there is a recently conducted Malaria Behavioral Survey (MBS) for the Gambia? If not, is this a survey that GMEA would be expected to implement? If another implementer in-country will fund and implement the MBS in the Gambia, will GMEA be involved in any capacity?

USAID Answer: To date, the MBS has not been conducted in The Gambia. The NMCP has developed modules for conducting the MBS so some additional support would be needed from GMEA to review the existing modules and then support the costs of conducting the survey to the extent that funds are available and a representational sample from key transmission areas can be determined with NMCP. Additionally, the results from the recent 2023 Malaria Indicator Survey will be important considerations for informing the MBS. Since PMI’s primary focus is on the two elimination regions, priority would be given to these areas with PMI funding support. PMI envisions that additional discussions,

planning, and coordination will be needed to help identify other partners who may be interested in contributing to the MBS (e.g. programmatically, technically, resources, etc.).

25. Could USAID please clarify if a maximum of 3 pages for key personnel CVs means 3 pages per key personnel or total?

USAID Answer: Maximum four pages for all the key personnel CVs (one page per each proposed key personnel position) . See NOFO Amendment #1.

26. Could USAID please clarify if the organizational chart is part of the 8 pages in the Summary Management Plan and Staffing Plan Annex or a separate 1-page annex?

USAID Answer: The Organizational Chart is Annex B. . See NOFO Amendment #1.

27. Could USAID please confirm that each sub-award is required to include a maximum 3 pages of past performance references (one activity for each)?

USAID Answer: See question #11.

28. Could USAID please indicate what does “GEMP” refer to in the third paragraph on p. 58 (“GEMP will support the Gambia NMCP...”)?

USAID Answer: This is a typographical error; it should read “GMEA” (The Gambia Malaria Elimination Activity), See NOFO Amendment #1.

29. Could USAID please confirm that the moderate to high transmission areas referred to in the description of the community based IPTp pilot on p. 61 correspond to the Stratum 2 & Stratum 3 areas per NMCP’s stratification?

USAID Answer: Correct. The community based IPTp pilot is intended to be implemented in a moderate to high malaria burden setting (per NMCP’s stratification of Strata 2 and 3 areas) and where there is evidence of low coverage of IPTp3 (i.e. administration of 3 doses of IPTp) among pregnant women.

30. Could USAID please share the maximum file size for submission?

USAID Answer: File size must not exceed 25 MB per email (one email for the Technical Application and one separate email for the Cost Application).

31. Could USAID please confirm that text boxes can be 10pt font?

USAID Answer: See question #13.

32. Please could you clarify if the 4 positions supported by the grant (Chief of Party etc.), need to come from existing staff, or if these positions can be recruited for?

USAID Answer: The four positions that meet the specified criteria can come from existing or recruited staff.

33. Please could you clarify if there is any flexibility on the specific remits and requirements for the 4 staff roles that can be supported by the grant? For example, title, years (as

opposed to level) of experience, remit (for example grants manager/reporting specialist).

USAID Answer: The roles and responsibilities identified for each role are illustrative, and therefore modest adjustments are acceptable. The requirements indicated for each of the key personnel positions are set minimum standards (and not flexible); however, the applicant is free to describe additional qualifications, as desired. The titles for these positions should not be modified.

34. Please could you clarify if there would be room for any negotiation around the need to name implementing partners at the time of the proposal? Our policy is to competitively bid for partners only once funding has been secured.

USAID Answer: Based on the NOFO requirements and required documents related to proposed subawardees and key personnel, TBD is not acceptable.

35. Would you consider supporting the introduction of Malaria Vaccination for Children in The Gambia through this project?

USAID Answer: Please review the objectives and priorities of the GMEA. PMI does not directly support malaria vaccination activities in The Gambia with current fiscal year funds nor has plans to do so in the future. Please find more information about PMI as well as FY 2023 and FY 2024 Malaria Operational Plans on the PMI website ([www.pmi.gov](http://www.pmi.gov)).

### **Cost Questions**

36. Section D.6.d (pp. 19-20) notes that the Cost (Business) Application should include a “Summary Budget, inclusive of all program costs (federal and non-federal), broken out by major budget category and by year for activities implemented by the applicant and any potential subrecipients for the entire period of the program.” Would USAID be willing to consider that Cost Share, suggested at a level of 3% of the Total Estimated Amount, need not be provided at a level of detail to mirror the SF424 format, but rather included as an estimated annual figure?

USAID Answer: This is acceptable.

37. Could USAID please clarify whether applicants should propose a 10% de minimis rate or a 15% de minimis rate, according to the revisions to CFR 200 effective October 2024?

USAID Answer: Applicants should propose a maximum 10% de minimis rate in their application since USAID expects to award before October; however, USAID may consider an amendment to the award once the OMB proposed rule to increase the de minimis rate becomes effective. See NOFO Amendment #1.

38. Could USAID please confirm whether detailed budgets and budget narratives for proposed subrecipients are required for submission?

USAID Answer: Detailed budgets are required for both the prime applicant and all proposed subrecipients.