

ANNEX: RFA CASE-OVC 001-2017 APPLICATION CLARIFICATIONS- FREQUENTLY ASKED QUESTIONS FROM APPLICANTS

**RFA CASE-OVC 001-2017
APPLICANTS' QUESTION & ANSWERS MATRIX**

Qn. No.	QUESTION	RESPONSE
1.	Annex B: Workplan template - are we going to prepare workplan for 3 years as per the budget template or we will prepare for 5 years as per the grant period.	Applicants are required to provide a 1 year workplan and budget. Subsequent allocation for successful applicants will be decided subject to availability of funds and satisfactory performance.
2.	Annex C: Budget template - are we to make a 3year or 5-year budget - What is the minimum and maximum amounts to be budgeted (the range)	Applicants are required to provide a 1 year budget. Subsequent allocation for successful applicants will be decided subject to availability of funds and satisfactory performance. All Applicants are expected to budget between USD. 12870 and 275,000. However, applicants are expected to demonstrate efficient and realistic allocation of resources and value for money, informed by caseload and coverage.
3.	Annex D: M&E plan- what is operational definition as per the M&E context	Applicants are advised to use the template provided in Annex D only.
4.	Annex E: Required certification - It is in pdf form therefore not editable, are we supposed to print, sign, scan and send or what should be done.	Yes, applicants are required to print sign, scan and attach as part of the RFA response.
5.	No 4. page 12 - What is letter of credit (LOC)	This only applies to organisation with LOC, please ignore if you do not have one.

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6.	5. Annex F: US standard provisions - It is in Pdf format - are we to print, sign and scan the respective areas or what should be done	No, these are for your information only. However, they will be part of the contract annexes for the successful applicants.
7.	Can an organization submit more than one application?	Only one grant shall be awarded per an organization. Applicants are advised to submit one proposal per organization irrespective of the coverage of their proposed activities.
8.	Please do elaborate on what ‘Scale-up Saturation’ imply for the selected 5 counties. Does it apply to already existing partners that are required to scale up OVC interventions? Are new partners also part of this scale-up for saturation?	The RFA presumes that all applicants are new. There are no designated ‘existing partners’. All applicants should tailor their responses in reference to the designated category of the county they propose to operate in. Further clarification, refer to PEPFAR 3. Guidelines on https://www.pepfar.gov/documents/organization/234744.pdf
9.	Kindly clarify the length of the award (\$12,870 - \$275,000). Is this the initial one year award or the full 5 years award?	Refer to response to Q2
10.	I would like to have the site where one can get details about this request for proposals. This is not available in your website.	The pack has been sent directly to applicants with difficulties. We have confirmed that the provided link is working. See: http://caid.org.uk/CAKenya The pack contains all the correct information
11.	We are a Community based organization in XXX County. Is there an upper budget limit for CBOs Budget?	Refer to Page 7 of RFA document and Response to Q2.
12.	Are you willing to take this into consideration the delay in advertising and extend the due date given that it was posted a week later	YES. This has been adjusted. The new deadline is on 7th of September 2017. Notification of change has been posted in the pack.
13.	Work plan template (annex b) includes only two sub-purpose/delivery areas (sub-purpose 1 and 3) are there more that might be left out?	The given entries in the templates are for illustration. Applicants should consider all sub-purposes.

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14.	Will Organization XXX give 3 separate proposals for the 3 counties we have been operating in or one combined proposal is acceptable?	Refer to response to Q7.
15.	Should LIPs applying for all OVC in the county or just the previous OVC we were working with?	Refer to response to Q8
16.	What is their rate – amount of dollars per OVC per year?	There is no set limit cost per child. However, applicants are expected to demonstrate value for money.
17.	Is there a % budget ceiling for each sub-purpose area - e.g. admin 30%, education 10% protection 5% etc?	Refer to responses to Q2 and Q16
18.	In the grantee application template (annex 3), are activities limited to training's? The template has columns for three years; do we budget for three years or five years?	Refer to response to Q13
19.	What is the maximum annual grant ceiling per organization, on your explanations you highlighted. Please advise us because we would want to budget within limits	Refer to response to Q2
20.	In XXXX County we are targeting only XXX OVC and the area is very vast, currently we are working with a general number of XXX OVC. Could you advise us forming a consultation since we have the capacity?	Applicants are free to make strategic choices on partnerships, consultations or consortia. However, they should demonstrate value or advantages that any such arrangement brings to CASE-OVC
21.	In XXX county, we have about XX LIPs for APHIA Plus reaching out to about XXX OVC what will happen to the LIPs who will not qualify?	The RFA presumes that all applicants are new. There are no designated 'existing partners'. Mechanisms will be put in place for appropriate transition and hand-over of the children will be arranged in consultation with the Department of Children Services and other County Government structures.
22.	What is the grant size applied for?	Refer to response to Q2

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23.	What is the proposal format for the design of the project proposal if any guidelines were provided?	Refer to response to Q10
24.	I have been trying to access the above indicated information without success. I have tried following the link given: http://caid.org.uk/CA Kenya without success. Kindly assist me.	Refer to response to Q10
25.	What type of in respect to OVCs are you interested in supporting? The needs for OVCs where we are working are huge including school fees, books, uniform, shoes, beddings, clothes, support to care givers in form of cash, medical care, psycho-social support, etc.	All OVC in the designated counties are eligible for service. CASE-OVC takes a holistic approach to the welfare and protection OVC. All aspects are eligible for support depending on the identified need of the individual child or household. Refer to PEPFAR OVC guidelines of 2012 and Minimum Standards of Quality Improvement in OVC in Kenya
26.	What is the maximum Number of Counties that an applicant organization can apply for.	There is no limit to the number of sub counties or counties an applicant can cover within the 18 counties of the CASE-OVC.
27.	What is the minimum and maximum amount of grant to be applied for any each applicant and currency	Refer to response to Q2; budget should be in USD.
28.	We are requesting to submit a RFA though we are outside your area of operation. We operate in Kericho /Bomet counties. Can we?	No, you cannot submit if you work outside the stipulated 18 counties. The USAID has designated a different mechanism to cover the other counties.
29.	Can my Organization apply to implement this project in more than one County since we are present in several Counties which are targeted under this grant	Refer to response to Q26.
30.	Can an organization having children with disabilities be part of this scheme	This an OVC PEPFAR program. Refer to response to Q25. Further reference should be made to the PEPFAR definitions of OVC and eligibility criteria.
31.	I have seen the counties targeted do not include Elgeiyo Marakwet County where my project is based. Kindly advise if possible to include my county so that I am able to apply.	Refer to response to Q28

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32.	Is there a specific allocation per child or a limit to what we can apply for?	Refer to response to Q2 & Q16
33.	There are some highlighted parts in the budget template and the workplan. Is it for any specific reason?	No, that is for illustration purposes only
34.	What percentages can we allocate per domain?	Refer to responses to Q2 and Q16
35.	Can the applicant organization implement the project in partnership with another CBO/NGO/Faith-Based Organization?	Refer to response to Q20
36.	What is the funding limit per grant award/project?	Refer to response to Q2
37	Does the applicant organization have to have worked in the targeted county previously?	Refer to response to Q21
38	Basing on the (RFA) NUMBER CASE-OVC-001-2017 guidelines, the OVC case load for xxxx County is 7,384 hence being targeted for scale up. Question. Is it appropriate and advisable to write a case-ovc-001-2017 proposal targeting 1/2 of the OVC caseload in the County given that the geographical coverage is very wide or should the whole caseload be targeted?	The applicant is free to set their own target provided the coverage remains realistic and feasible.
39	What is the USAID standard approved budget for each OVC annually in Kenya Shillings?	Refer to response to Q2 & Q16
40	I am writing to inquire whether a national organization with semi-autonomous regional offices can apply as separate regional offices.	Refer to response to Q7

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41`	The process of obtaining a tax clearance certificate would involve tedious reconciliation and submissions of documentation to KRA surrounding the challenges with the iTax system encountered in different months. This is likely to take some time. In light of this, what can one submit as an alternative to a tax compliance certificate? Or can one submit it at a later date once it is issued?	Applicant can submit audited accounts and annual tax returns in lieu of the tax clearance certificate.
42	Our organization XXX wishes to apply for this grand to help Children in the Counties specified in you documents, against Drug abuse . Drug abuse in Kenya is a matter of National concern and is destroying the youth, the society, and the future of the Country. The second area of our interest is early Child care especially children who are born preterm, and due to the fact that they are born in poor and disadvantaged families, the children lack support and most end up dying, or if they survive, they suffer lifelong disabilities , because their normal development is impaired. We wish to apply for this grand to help in saving the lives of these children.	Refer to response to Q30
43.	We are seeking the application guidelines for organizations that are interested in applying to partner with Christian Aid as an implementing partner. I think what you sent is a copy of the Cooperative Agreement.	Refer to response to Q10
44	How many years are we budgeting for, since the budget template we have been provided with only cuts across a period of three years.	
45	How much should we allocate per OVC	Refer to response to Q2 & Q16
46	I have tried accessing the link provided in your call for applications without success. I therefore kindly request you to email to me the application package.	Refer to response to Q10

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47	I have a question under Annex A: Grant application - under Annexes are limited to page 1; kindly clarify to us what you mean by: FFATA Applicant Reporting form.	The FFATA form is used to declare information for all entities receiving Federal funding through Federal awards such as Federal contracts and their sub-contracts or Federal grants and their sub-grants Only applies to entities whose gross income from all source is under \$300,000
48	Will you have a briefing with the applicants before they fill / submit the applications?	No
49	What are the limits an applicant can apply for?	Refer to response to Q2
50	Shall the applicant send either scanned, raw or PDF application response?	Applicants should use MS word, excel and PDF For budgets please use – MS excel
51	Is there a designated amount per OVC?	Refer to response to Q2 & Q16
52	We are in the process of developing the CASE-OVC Programme Proposal kindly request for clarification in the following areas: - 1. Overall goal of the Programme 2. Project duration 3. Budget ceiling in line with the project duration 4. Budget allocation percentages for direct project costs, Management & Administration and Personnel. 5. Clarification on the terms "sub-purpose" and "Output" under the "Activity column in the workplan template.	Applicants are encouraged to refer to the RFA Application pack in its entirety
53	Can an C.B.O (community based organization) apply for this grant	Yes
54	Am writing to inquire several questions about this RFA. Kindly find below; 1. Is the ceiling budget of \$ 12,870 - \$ 275,000 per year or it's for the 5 years?	Refer to response to Q2

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55	Please advise if one proposal can cover more than one county? In addition, please send us any other clarifications sought by other applicants.	Yes All questions and responses have been shared in the link http://caid.org.uk/CAKenya
56	Can an organization implement in more than one county?	Yes
57	Each award will range between \$12,870 and \$ 275,000 . Is this a yearly award or for the 3 years period as outlined in the budget template.	Refer to response to Q2
58	On the M&E plan template annex D, under M&E plan the column on output question what do you fill there?	The proposed outputs will be generated from the proposed activities
59	In reference to the above RFA, is it possible to have the Word template?	All appropriate templates have been provided in the pack
60	We are locally registered library located in XXXX County, and wish to participate in the above project through the provision of library services. Kindly therefore let us have more details of the project.	Refer to response to Q10
61	we would wish to get clarification on the coverage per district an organization can apply for and if there are any limitations on the number of districts	Refer to response to Q26
62	Please guide us on how to get the information on guidelines for applying for the above grant. The address stated in the advert is not opening (http://caid.org.uk/CAKenya)	Refer to response to Q10
63	What specific OVC programs are eligible for funding, for example do you wish to concentrate on education or health or are there other needs you wish to focus on?	Refer to response to Q25

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64	Is there a minimum and/or maximum amount of funding that can be applied for?	Refer to response to Q2 & Q16
65	Once an application has been successful when is the start date of this project.	The expected start date is 1 st October 2017
66	<p>I am writing this email seeking for clarifications on the following areas:</p> <p>1. No. of pages as explained in the bulleted items in the format exceeds the limit, i.e. signed cover pge 1, executive summary 2, background information 1, project description 11, technical proposal and implementation plan 7, management & organization capacity 1.5, programatic monitoring and reporting 1.5.</p> <p>2. Annex of workplan sub- purpose 2 is missing and also numbering is a bit confusing.</p> <p>34. What is FFATA form as laid as one of the attachments?</p> <p>5. Cover page shall also have 11pt? can we put the organization logo in the cover page?</p> <p>6. section III is two, management & organizational capacity and performance, section IV is also two- cost proposal and referees.</p>	<p>Applicants are advised to follow the proposal format.</p> <p>Question 1 - The page limit is 15. (Programme description – total of 11 pages broken down into the subcomponents - <i>technical proposal and implementation plan 7, management & organization capacity 1.5, programatic monitoring and reporting 1.5</i>) The 11 pages referenced here are broken-down as detailed above</p> <p>Question 2 - Refer to response to Q8 Question 3 - Refer to response to Q47 Question 5 – This is not a requirement in the RFA Question 6 – Not clear</p>
67	Previous partner withdrew all motorcycles which they had provided, are we allowed to budget for new ones?	We expect every applicant to submit a budget that speaks to their proposal. In addition. Refer to response to Q2
68	<p>I would like your clarification in the following areas:</p> <p>1. What happens if the budget goes beyond the sealing \$275 for organization supporting over 12,000 OVCs?</p> <p>2. In the previous project we used to provide school fees, uniforms and books on need based levels. Will this be possible?</p> <p>3. 4. We also supported three green houses in the previous project. Should we include them here as well?</p>	<p>Please refer to response to Q2 for question 1 Question 2 – Please refer to response to Q8 & Q25 Question 3 – We expect the proposal to respond to the needs on the ground Question 4 - We expect every applicant to submit a budget that speaks to their proposal. In addition. Refer to response to Q2</p>

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	5. 6. We strongly feel that we need 10 computers at the DICs for reporting. Will CASE OVC provide or we should budget for it?	
69	We had transport provided by our former donor. Two vehicles and three motor bikes, should we include this in this RFA?	Refer to response to Q2
70	Should we budget for training's or CASE OVC will train our staff, CHVs, Community groups etc	Applicants are expected to plan for activities that speak to their proposal, however strategic trainings on designated technical aspects of the project will be conducted CASE-OVC. CASE-OVC will provide guidance on trainings upon award.
71	Noted that there is a confusion between the workplan and M/E plan in that the M/E plan has three quarters and the other one has four. In the RFA outline there is a section on programmatic monitoring and reporting whereas in the action format/sections this is largely missing	Refer to response to Q13 Applicants are expected to submit a one year workplan running from October 1 st 2017 to 30 th September 2018.