

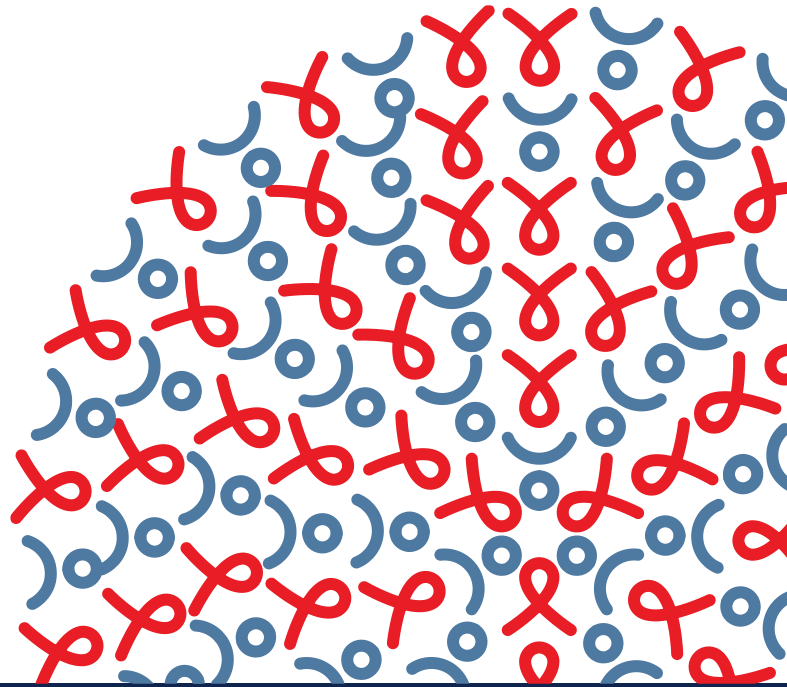


MEETING TARGETS AND MAINTAINING
EPIDEMIC CONTROL (EPIC) PROJECT

Call for Expressions of Interest (EOI)

GRANT TO IMPLEMENT GLOBAL HEALTH SECURITY
ACTIVITIES IN THE KYRGYZ REPUBLIC.

DEVELOPMENT OF SOP AND TOOLKITS AND CAPACITY
STRENGTHENING ON RISK COMMUNICATION AND
COMMUNITY ENGAGEMENT AND INFODEMIC
MANAGEMENT.





NOTICE: Bidder's Questions

- FHI 360 will accept requests for clarification submitted by email at the following address: procurement_EpiC.kg@fhi360.org.
- Questions must be received by 18:00 Kyrgyzstan Time (KGT) on December 20, 2024.
- Responses to questions will be shared during an online bidder's conference via Zoom on December 23, 2024, at 14:00 Kyrgyzstan Time (KGT).

I. Background

Meeting Targets and Maintaining Epidemic Control (EpiC) is an eight-year global project (2019–2027) funded by the United States Agency for International Development (USAID) and implemented in the Kyrgyz Republic by FHI 360.

The project receives Global Health Security (GHS) funding to strengthen global, regional, and local public health systems, building on broad experience and existing capabilities that align with GHS priorities, National Action Plans for Health Security (NAPHS), and United States Agency for International Development (USAID) goals.

Since 2023, USAID has funded EpiC to implement GHS activities in the Kyrgyz Republic. FHI 360/EpiC is a member of a consortium of organizations implementing the GHS and Pandemic Preparedness program, which aims to protect the health of Kyrgyz people in the context of the country's preparedness to prevent and respond to public health emergencies under the framework of International Health Regulations.

One of the key components of EpiC Kyrgyz Republic's GHS activities is Risk Communication and Community Engagement – Infodemic Management (RCCE-IM). Under this component EpiC supports the Ministry of Health (MOH), Ministry of Agriculture (MOA) and Ministry of Emergency Situations (MOES) in the development and implementation of multi-sectoral multi-hazard One Health RCCE-IM Strategy and toolkits, development of interministerial coordination mechanisms and standard operating procedures (SOPs), as well as capacity building activities.

This announcement is a call for expressions of interest (EOIs) from local Kyrgyz non-governmental organizations (NGOs), civil society organizations (CSOs) and other legal entities to implement activities on development of SOPs, toolkits as well lead capacity strengthening on the RCCE-IM for a seven-month period February - August 2025, with the potential for extension pending performance and continued donor funding. Through this competitive process, EpiC intends to select and award grants to those organizations in the Kyrgyz Republic that meet the criteria outlined in this document.

II. Scope of Work

The selected organization will carry out activities to contribute to the EpiC project's GHS objectives and targets in the area of RCCE-IM. These efforts will align with the goals and objectives of the Kyrgyz Republic National Action Plan for Health Security, approved in October 14, 2024. Illustrative activities are listed in Table 1. Interested organizations should identify the activities they will implement in order to successfully reach each of these result areas. During the EOI process, EpiC will help coordinate between Applicants to ensure that all the key activities are

being addressed within the final selection of the organization. Interested organizations can think creatively about additional activities that use innovative strategies not mentioned in this EOI to address EpiC result areas and indicators.

Geographic Scope*:

- Bishkek
- Three districts (rayons) with high incidence of zoonotic diseases specified in the 2024 list of priority infectious diseases of the Ministry of Health.

Table 1: Illustrative Key Activities

Result 1 – National RCCE system for emergencies enhanced through development and adoption of SOPs, protocols and toolkits

Background: In 2024, EpiC supported national stakeholders in the development of the Multisectoral Multi Hazard One Health RCCE-IM Strategy. As a next step following the adoption of the RCCE-IM Strategy, EpiC project will support the Ministry of Health, Ministry of Emergency Situations and Ministry of Agriculture in operationalizing the Strategy implementation through supporting the development and introduction at the ministerial level of RCCE-IM standard operating procedures (SOPs), protocols, and disease-specific communication toolkits (key messages, digital posters, flyers, prepared for standby use in the event of an outbreak).

Illustrative activities:

- Support the RCCE-IM technical working group (TWG) and relevant national partners in identifying which SOPs need to be developed to operationalize the RCCE-IM Strategy
- Engage experts, facilitate coordination between the ministries involved and experts in the development of SOPs and toolkits
- Engage communities in the development of RCCE-IM toolkits through co-design participatory workshops
- Support the process of obtaining government’s approval for the relevant SOPs and toolkits, ensure their formal adoption if needed
- Assist relevant national partners in testing the usability of the SOPs and toolkits through table-top or simulation exercises

Target indicators:

- at least three SOPs and five disease-specific toolkits are developed
- at least three communities from three different regions of the country are engaged in the SOP/toolkit co-design through participatory workshops

Result 2 – Key partners’ capacity in the area of RCCE-IM enhanced and sustained.

Background: RCCE-IM is one of the International Health Regulations’ core capacities that countries are required to build and strengthen to be able to face future health emergencies. For the Kyrgyz Republic, building its country capacity in RCCE-IM is one of its key global health security priorities especially since the country received low scores for this technical area in the JEE 2023 assessment. The EpiC project plans to provide multisectoral training support on RCCE-IM to national partners and key stakeholders with a view of developing their knowledge and skills in the operationalization of RCCE-IM frameworks as well as in the design and implementation of effective RCCE-IM strategies during public health emergencies.

Illustrative activities:

- Conduct a rapid gap assessment to identify RCCE-IM capacity building needs of key stakeholders
- Develop a training/learning plan on RCCE-IM for different audiences (media, health workers, press secretaries, veterinarians, epidemiologists, emergency responders, etc.), considering the need for sustainability and institutionalization
- Develop training modules based on the RCCE-IM Strategy/SOPs/toolkits
- Conduct a series of training workshops/learning activities for various groups of stakeholders, including media

Target

indicators:

- at least four training workshops/learning activities are conducted for key stakeholders (one per each stakeholder group – government officials, spokespeople, media representatives, veterinarians, epidemiologists, health workers, and/or others) in Bishkek

- at least four training workshops/learning activities are conducted for key stakeholders (one per each stakeholder group – government officials, spokespeople, media representatives, veterinarians, epidemiologists, health workers, and/or others) in Osh

Result 3 – Intersectoral RCCE-IM Technical Working Group meets regularly and functions effectively

Background: The EpiC project supported the relevant national stakeholders to develop the Multisectoral Multi Hazard One Health RCCE-IM Strategy through the establishment of a TWG and facilitating its meetings. As a result, the TWG has developed the draft of the Strategy and is currently working on finalizing it with the support from EpiC's local and international RCCE experts. Going forward, the RCCE-IM TWG's role is to serve as a mechanism that fosters intersectoral RCCE-IM coordination, advocates for RCCE integration into public health emergency policies, and supports RCCE-IM institutionalization, capacity building, monitoring and evaluation.

Illustrative activities:

- Provide technical assistance in developing and implementing an annual work plan for RCCE-IM TWG
- Facilitate quarterly working meetings of the TWG as per the working plan
- Facilitate the establishment of a digital platform for TWG communication and knowledge sharing
- Promote cross-sectoral coordination by organizing joint events or initiatives with other existing health/emergency-related technical working groups
- Facilitate review of the implementation of RCCE-IM Strategy Action Plan and necessary follow up actions
- Organize training sessions to build TWG members' capacity in RCCE principles, tools, and approaches
- Develop and maintain a repository of RCCE resources accessible to TWG members and partners
- Conduct/update stakeholder mapping to identify and engage relevant sectors and partners

Target indicators:

- at least four RCCE-IM TWG working meetings are conducted
- at least four training sessions are organized for RCCE-IM TWG

Result 4 – Key audiences' awareness about risks of priority infectious diseases is increased, contributing to desired social and behavior change

Background: The Kyrgyz Republic, like many other countries, is vulnerable to outbreaks of zoonotic diseases. Effective management and mitigation of these diseases require a clear understanding of public knowledge, attitudes, practices, and behaviors (KAPB) related to such diseases. Identifying these factors is important for targeting at-risk

communities with tailored awareness-building and behavior change interventions. To address this need, the EpiC project will conduct a KAPB study to guide implementation of a Social and Behavior Change Communication (SBCC) campaign. The purpose of this campaign is to close knowledge gaps based on the results of the above study and encourage behaviors that improve communities' preparedness for disease outbreaks.

Illustrative activities:

- Together with MoH design and conduct an SBCC campaign using various outreach methods and targeting people's risky behaviors in relation to zoonotic diseases
- Implement a mid-term assessment to determine if desired shifts in target group's awareness and understanding of risks are taking place
- Prepare post-campaign report with recommendations and lessons learned

Target indicator:

- at least 300 individual households are reached by the SBCC campaign in each district (rayon) where the campaign is conducted

III. Anticipated Period of Performance

February 2025 to August 2025 (7 months) with the possibility of continued funding beyond this period depending on performance and availability of funds.

IV. Funding Availability

EpiC anticipates awarding one grant under this project. Applicants should budget based off from their historic operational costs, proposed geographic reach and targets in their applications. Applicants should understand that submitted budgets are illustrative and if awarded a grant, budgets will be revised based off identified final targets and geographic scope.

V. Eligibility Criteria and Selection

To respond to this EOI, an organization must meet **all** the following minimum eligibility criteria identified below:

- Must be duly registered in the Kyrgyz Republic.
- Must be able to submit a stamped support letter from the local and national government entities in the geographic area where the organization operates.

- Must be able to comply with all USG regulations as per <https://www.usaid.gov/ads/policy/300/303mab>.
- Able to show evidence of current and past donor-funded projects with technical areas of focus. Please emphasize any work that you have done related to risk/crisis communication, health communication, social and behavior change, SOP development, multisectoral coordination, communication capacity building.
- Must be forthcoming of any conflict of interest: the Applicant's relationships, associations, activities, and interests should not create a conflict of interest that could prevent full impartiality in implementation of the grant activities.
- Must have or be in the process of obtaining a UEI number (<https://sam.gov/content/home>).

Any organization that does not meet these minimum eligibility criteria will not be considered.

Applications will undergo a preliminary review for completeness and responsiveness. Incomplete applications, applications judged to be unresponsive to the EOI, and applications submitted after the due date and time will be considered ineligible and will NOT be considered for an award.

VI. Application Instructions

Applications should be no longer than 12 pages, excluding the budget and annexes, and include the following information.

A. Organizational Background (approximately 1.5 pages)

Applicants should briefly detail the following information in the organizational background section. This information can be presented in a table format if needed.

1. Name of the organization.
2. Contact person and full address (physical, postal, telephone and email).
3. Type of organization (NGO, CSO, CBO) and registration status. Indicate if it is a membership organization.
4. Current geographical coverage. Please note any current or past presence in the targeted regions.
5. Organizational vision, mission, goal, and objectives.
6. A list of current and recently-completed projects within the last five years. Please include for each project the technical and geographic areas of focus, the groups served, and numbers reached.
7. Sources and funding levels for the past three years. Indicate if the sources are private/foundation or government.
8. Key findings from annual financial audit reports conducted within the past three years, if available (copies of the audited financial reports should be included in the annex).
9. Organizational structure and staffing/membership level.
10. Active UEI code or proof of steps being taken to obtain one via proof of successful submission.

B. Technical Application (approximately 6 pages)

Applicants should detail the following in the technical application:

B.1 Technical Approach and Key Activities (approximately 3 pages)

In this section, Applicants should describe in more detail the specific activities that they will conduct and the proposed approaches to ensure their success.

Applicants should organize this section as follows:

1. The overall technical approach should clearly explain what the Applicant's proposed project will do, which activities will be implemented, including how and by whom. The activities identified should be organized based on the three result areas provided in Table 1.
2. The geographical area of focus to be targeted should be described, including an explanation as to why the Applicant will target this area.
3. A clear timeline of when activities will be implemented over the 6 months.

Applicants are free to present the information above in narrative or table format.

B.2 Management Approach and Institutional Capabilities (approximately 1.5 pages)

Applicants should explain the following information in this section:

1. How the management structure will ensure the successful implementation of the project
2. How the organization can ensure rapid project startup and achieve the project's objectives
3. Key personnel positions and who will fill these positions listing their areas of expertise

B.3 Monitoring and Evaluation Plan (approximately 1.5 pages)

Applicants should include the following in this section:

1. A description of how the Applicant's monitoring and evaluation (M&E) system will support the implementation of the project.
2. How the project will use the M&E data for continual project improvement.
3. The organization's current capacity to collect and analyze data, monitor, and, evaluate project performance
4. Description of any tools the organization currently uses for M&E.

C. Illustrative Budget (no page limit)

Applicants should prepare and submit a proposed budget in accordance with their proposed interventions for the 7-month period of performance. Applicants must submit the budget in Excel format using the template provided.

D. Annexes (no page limit)

In the annex, Applicants should submit Copies of Certificate of Registration or Incorporation Papers, a letter of support from the local/national government entities, and annual audited financial statements for the past three years (if available).

VII. Application Submission Process and Timeline

Questions on this call for EOIs may be submitted to procurement_EpiC.kg@fhi360.org. Questions must be received by **18:00 on December 20, 2024**.

FHI 360 will hold a bidder's conference via Zoom **at 14:00 on December 23, 2024**. The bidders' conference will be held by webinar, and during this time FHI 360 will respond to questions on the call for EOI, including those submitted to the above email address (please identify in your submission if you want your question(s) to be anonymous). Information for joining the webinar by phone is provided below. Responses to questions will also be shared immediately following the bidder's conference.

Zoom conference link: <https://fhi360-org.zoom.us/j/94118437480?pwd=xXd1tf58QOLzh9VkVBLrOyubg1b21g.1>

Meeting ID: 941 1843 7480

Passcode: 807571

Completed EOIs are due to FHI 360 by **18:00 on December 30, 2024**. Applications must be submitted by email to procurement_EpiC.kg@fhi360.org to be considered. Applications should be submitted in Microsoft Word and Excel (for the budget) and **in English, Kyrgyz or Russian**; applications in other languages will not be accepted. Please do not include attachments over 15 MB.

In the subject line of the email, please indicate "**EpiC/Kyrgyz Republic EOI_RCCE SOPs_[name of your organization]**". Only one application may be submitted per organization.

After the EOI review process, FHI 360 may contact Applicants with questions to clarify aspects of their EOIs.

Table 2 provides a summary of key dates in this process.

Table 2. Key dates for EOI process

Milestone	Dates
EOI issue date	17 December 2024
Questions on EOI due to procurement_EpiC.kg@fhi360.org	20 December 2024
Bidder's conference to provide responses to questions	23 December 2024
EOIs due to procurement_EpiC.kg@fhi360.org	30 December 2024
EOI review and post-submission clarifications	10 January 2025
Notification of decisions to Applicants	16 January 2025
Pre-award assessments and subaward development with selected Applicants to complete subaward documentation	January 2025

Expected award of funds to selected and successfully processed sub-awards	February 2025
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VIII. Evaluation Criteria

All applications will be objectively reviewed and scored against the criteria provided in Table 3.

Table 3. Evaluation criteria for applications

Criteria	Points
ORGANIZATIONAL BACKGROUND: <ul style="list-style-type: none"> The application includes all components detailed above The Applicant meets minimum eligibility criteria The Applicant's organizational vision, mission, goals, and objectives are in line with the EpiC Kyrgyz Republic project The Applicant is duly registered in the Kyrgyz Republic The Applicant has implemented related donor-funded in the past in the geographical areas indicated and has included clear examples. The Applicant should be able to submit past performance references from current/previous donors in the past three years, if requested. The Applicant has pre-established working relationship with relevant ministries, regional authorities as well as community based formal and informal health groups and experience in community engagement 	35
TECHNICAL APPLICATION	
TECHNICAL APPROACH: <ul style="list-style-type: none"> The technical approach is clear, complete, and responsive to the EpiC Kyrgyz Republic objectives and the requirements of this EOI The technical approach is innovative, based on best practices, and is likely to achieve the project's objectives The Applicant demonstrates an understanding of the context and expertise on the subject matter described in this EOI The technical approach clearly articulates what activities will be conducted, how, where, and by whom and with a clear timeline 	30
MANAGEMENT APPROACH: <ul style="list-style-type: none"> The application sets forth a management structure and team that are capable of rapid project startup and achievement of the grant project's objectives 	20
MONITORING AND EVALUATION PLAN: <ul style="list-style-type: none"> The M&E approach responds to the technical strategy The Applicant proposes effective and high-quality methods for monitoring activities, measuring results and using M&E data to improve performance The Applicant demonstrates current capacity to collect and analyze data and monitor and evaluate project performance 	15
TOTAL	100

IX. Additional Information and Disclaimers

This information is provided to aid Applicants in the preparation of their applications.

CONTRACT MECHANISM

FHI 360 anticipates awarding one grant. The grantee will be selected based on best value according to the criteria above.

DISCLAIMERS

- Applicants will not be reimbursed for the cost incurred in preparation and submission of an application. All preparation and submission costs are at the Applicant's expense.
- FHI 360 may cancel this EOI and not award;
- FHI 360 may reject any or all responses received;
- Issuance of this EOI does not constitute award commitment by FHI 360;
- FHI 360 reserves the right to disqualify any offer based on Applicant's failure to follow EOI instructions;
- FHI 360 will not reimburse Applicants for costs incurred in preparation and submission of an application;
- FHI 360 reserves the right to independently negotiate with any Applicant, or to issue award based on initial evaluation of offers without further discussion;
- FHI 360 may choose to award only part of the activities in the EOI, or issue multiple awards based on the solicitation activities;
- FHI 360 reserves the right to check an Applicant's donor references; and
- FHI 360 reserves the right to waive minor application deficiencies that can be corrected prior to award determination to promote competition.

CALL FOR EXPRESSIONS OF INTEREST NOT AN OFFER

This call for EOI represents only a definition of requirements. It is merely an invitation for submission of applications and does not legally obligate FHI 360 to accept any of the submitted applications in whole or in part, nor is FHI 360 obligated to select the lowest priced application. FHI 360 has no contractual obligations with any Applicants based upon issuance of this call for EOI. It is not an offer to contract. Only the execution of a written award shall obligate FHI 360, in accordance with the terms and conditions contained in such award.

DISCUSSIONS AND AWARD

FHI 360 reserves the right to seek clarifications, enter into discussions or negotiations, or to make award on initial submissions without discussions or negotiations of any kind. FHI 360 reserves the right to exclude from further consideration any applications at any time, including after discussions or negotiations have been entered into.

FALSE STATEMENTS IN OFFER

Applicants must provide full, accurate and complete information as required by this call for EOI and its attachments. At any time that FHI 360 determines that an Applicant has provided false

statements in the EOI, FHI 360 may reject the EOI without further consideration. This call for EOI and any resulting award shall be interpreted in accordance with the laws of the U.S. Government except in cases where they contradict local law. The English language version of this call for EOI and any resulting award shall govern. Notices and responses pursuant to the provisions of this call for EOI may be in English or Russian. Should notices and/or responses be in Russian an English translation obtained by FHI 360, including an English analysis of the intent, shall govern.

OFFER VERIFICATION

FHI 360 may contact Applicants to confirm contact person, address, application amount and to confirm that the application was submitted for this call for EOI.

RESERVED RIGHTS

- All call for EOI responses become the property of FHI 360 and FHI 360 reserves the right in its sole discretion to disqualify any offer based on Applicant failure to follow solicitation instructions;
- FHI 360 reserves the right to waive any deviations by Applicants from the requirements of this call for EOI that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- Extend the time for submission of all call for EOI responses after notification to all Applicants;
- Terminate or modify the call for EOI process at any time and re-issue the call for EOI to whomever FHI 360 deems appropriate;
- FHI 360 reserves the right to issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the call for EOI or issue multiple awards based on call for EOI activities.
- The awardee must have or be in the process of obtaining a DUNS number. Additional assistance will be provided, as needed, during negotiations with prospective awardees.
- FHI 360 reserves the right to request audited financial statements from the selected Applicant(s).
- At the conclusion of the evaluation process, any selected firm will be required to complete a Financial Pre-Award Assessment in order for FHI 360 to ascertain that the organization has the capacity to perform successfully under the terms and conditions of the proposed subaward. As part of the Pre-Award Assessment process the firm will also be requested to submit their incorporated papers, certificate of registration and/or Tax ID number (TIN), audit reports and/or financial statements. Applicants may be asked to submit additional documentation to illustrate that the organization has the financial capacity to implement the subaward. Site visits may be conducted by FHI 360 staff to evaluate the organization in these areas.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) The Applicant certifies that--

- 1) The prices in this EOI have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Applicant, including but not limited to subsidiaries or other entities in which Applicant has

any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

- 2) The prices in this application have not been and will not be knowingly disclosed by the Applicant, directly or indirectly, to any other Applicant, including but not limited to subsidiaries or other entities in which Applicant has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or award (in the case of a negotiated or competitive call for EOI) unless otherwise required by law; and
- 3) No attempt has been made or will be made by the Applicant to induce any other concern or individual to submit or not to submit an application for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the application (if any) is considered to be a certification by the signatory that the signatory--

- 1) Is the person in the Applicant's organization responsible for determining the prices being offered in this application, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- 2) Has been authorized, in writing, to act as agent for the principals of the Applicant in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above;
- 3) As an authorized agent, does certify that the principals of the Applicant have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above;
- 4) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Applicant understands and agrees that --

- 1) violation of this certification will result in immediate disqualification from this call for EOI without recourse and may result in disqualification from future solicitations; and
- 2) discovery of any violation after award to the Applicant will result in the termination of the award for default.

CALL FOR EXPRESSION OF INTEREST FIRM GUARANTEE

All information submitted in connection with this call for EOI will be valid for six (6) months from the call for EOI due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your organization is awarded a subaward, all information in the call for EOI and negotiation process is contractually binding.

WITHDRAWALS OF EXPRESSIONS OF INTERESTS

Applicants may withdraw EOIs by written notice via email received at any time before award. EOIs may be withdrawn in person by an Applicant or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the application before award.