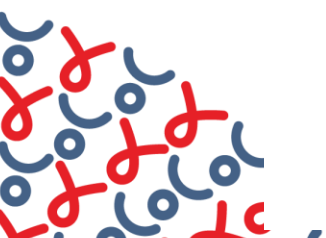
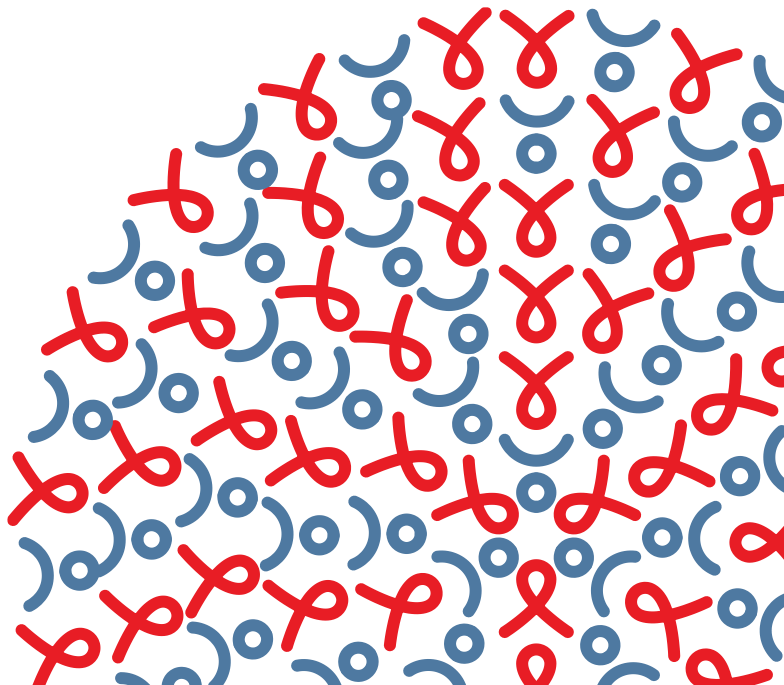


MEETING TARGETS AND MAINTAINING  
EPIDEMIC CONTROL (EPIC) PROJECT

# Call for Expressions of Interest (EOI)

GRANT TO IMPLEMENT GLOBAL HEALTH SECURITY RISK  
COMMUNICATION SYSTEMS STRENGTHENING  
ACTIVITIES IN THE KYRGYZ REPUBLIC

CONDUCT KNOWLEDGE, ATTITUDES, PRACTICES AND  
BEHAVIORS (KAPB) STUDY ON PRIORITY INFECTIOUS DISEASES,  
INCLUDING ZOOONOTIC DISEASES





### **NOTICE: Bidder's Questions**

- FHI 360 will accept requests for clarification submitted by email at the following address: [procurement\\_EpiC.kg@fhi360.org](mailto: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 16:00 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, 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 that contribute to strengthening national RCCE-IM systems and functions for emergencies through implementation of a KAPB study and district-level community engagement activities for a seven-month period beginning February 2025, until the end of 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 program'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.

Table 1: Illustrative Key Activities

***Result 1 - Knowledge, Attitudes, Practices and Behaviors (KAPB) study on priority infectious diseases, including zoonotic diseases, identifies key populations' risk perceptions, knowledge gaps, and behavioral drivers, to inform targeted RCCE interventions***

Background: The Kyrgyz Republic, like many other countries, is vulnerable to outbreaks of zoonotic diseases such as echinococcosis, plague, anthrax. Effective management and mitigation of these diseases require a clear understanding of public knowledge, attitudes, practices, and behaviors related to such diseases. The findings from this study will provide data to design effective risk communication strategies, develop community engagement initiatives, as well as shape public health policies.

**Illustrative activities:**

1. Support Ministry of Health and Ministry of Agriculture in the development of methodology and design of study tools such as research protocols, questionnaires, etc.
2. Facilitate the process of human subject review and obtaining local IRB approvals to ensure ethical standards are met.
3. Implement the KAPB study through careful data collection ensuring the sample is representative of the population.
4. Prepare a comprehensive report on the findings of the study summarizing the level of public knowledge, attitudes, practices, and behaviors towards high priority infectious diseases, as well as recommendations for future RCCE interventions.

**Target indicator:**

- Data is collected from at least **300** households across three districts, as per the sampling methodology and representation of key demographics

## **Result 2 – Communities are better engaged in risk communication related to health emergencies**

Background: Effective risk communication during health emergencies depends on strong community engagement. In the Kyrgyz Republic, gaps in addressing community needs, countering mis- and disinformation, as well as ensuring two-way communication have weakened responses to health crises. Strengthening engagement through community mapping, training, joint action plans, and establishing feedback mechanisms will help build trust in government actions, improve information flow vertically and horizontally, and empower communities to better manage health risks during emergencies.

### **Illustrative activities:**

1. Undertake community mapping to equip health communicators with understanding of community members' information needs and concerns about health emergencies.
2. Train community leaders, health workers, veterinarians, livestock specialists and volunteers on how to identify misinformation/disinformation and communicate accurate health information during emergencies.
3. Develop and implement community engagement action plans tailored to the specific needs and contexts of each target community, ensuring that these plans take into account trust-building, inclusive participation, and culturally appropriate communication strategies during health emergencies.
4. Assist communities to establish feedback mechanisms for two-way communication between citizens and authorities (social media hotlines or WhatsApp/Telegram platforms where community members can ask questions, report rumors, and share their concerns or observations).

### **Target indicators:**

- Each participating district develops a community mapping report and community engagement action plan (on the district level), and establishes functioning and accessible feedback mechanisms for two-way communication between citizens and authorities.
- At least six infodemic management/media literacy training workshops are conducted for key stakeholders in each participating community, with at least 20 participants per workshop demonstrating improved understanding of what is misinformation/disinformation and importance of accurate health information.

### **Geographic Scope\*:**

- For Result 1 -- Three districts (rayons) in three different oblasts with high incidence of zoonotic diseases specified in the 2024 Ministry of Health-identified list of priority infectious diseases
- For Result 2 -- Two districts in two different oblasts that were not covered by the KAPB study

### 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 research, risk/crisis communication, health communication, social and behavior change, communication capacity building, community/citizen engagement.
- 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.

## V. 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 (e.g., 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).

# **VI. Application Submission Process and Timeline**

Questions on this call for EOIs may be submitted to [procurement\\_EpiC.kg@fhi360.org](mailto: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 16:00 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/95827321533?pwd=kHqGxqEPOSkt7UEklrkPdAKc5aRNam.1>

Meeting ID: 958 2732 1533

Passcode: 204972



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](mailto: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\_ KAPB study\_[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 <a href="mailto:procurement_EpiC.kg@fhi360.org">procurement_EpiC.kg@fhi360.org</a>	20 December 2024
Bidder’s conference to provide responses to questions	23 December 2024
EOIs due to <a href="mailto:procurement_EpiC.kg@fhi360.org">procurement_EpiC.kg@fhi360.org</a>	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

## VII. 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
<p>ORGANIZATIONAL BACKGROUND:</p> <ul style="list-style-type: none"> <li>The application includes all components detailed above</li> <li>The Applicant meets minimum eligibility criteria</li> <li>The Applicant’s organizational vision, mission, goals, and objectives are in line with the EpiC Kyrgyz Republic project</li> <li>The Applicant is duly registered in the Kyrgyz Republic</li> <li>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.</li> </ul>	35

Criteria	Points
<ul style="list-style-type: none"> <li>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</li> </ul>	
TECHNICAL APPLICATION	
<b>TECHNICAL APPROACH:</b> <ul style="list-style-type: none"> <li>The technical approach is clear, complete, and responsive to the EpiC Kyrgyz Republic objectives and the requirements of this EOI</li> <li>The technical approach is innovative, based on best practices, and is likely to achieve the project's objectives</li> <li>The Applicant demonstrates an understanding of the context and expertise on the subject matter described in this EOI</li> <li>The technical approach clearly articulates what activities will be conducted, how, where, and by whom and with a clear timeline</li> </ul>	30
<b>MANAGEMENT APPROACH:</b> <ul style="list-style-type: none"> <li>The application sets forth a management structure and team that are capable of rapid project startup and achievement of the grant project's objectives</li> </ul>	20
<b>MONITORING AND EVALUATION PLAN:</b> <ul style="list-style-type: none"> <li>The M&amp;E approach responds to the technical strategy</li> <li>The Applicant proposes effective and high-quality methods for monitoring activities, measuring results and using M&amp;E data to improve performance</li> <li>The Applicant demonstrates current capacity to collect and analyze data and monitor and evaluate project performance</li> </ul>	15
<b>TOTAL</b>	<b>100</b>

## VI. 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.