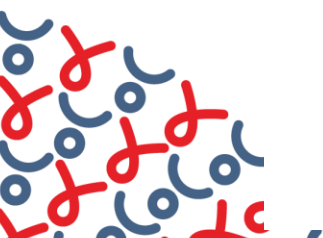
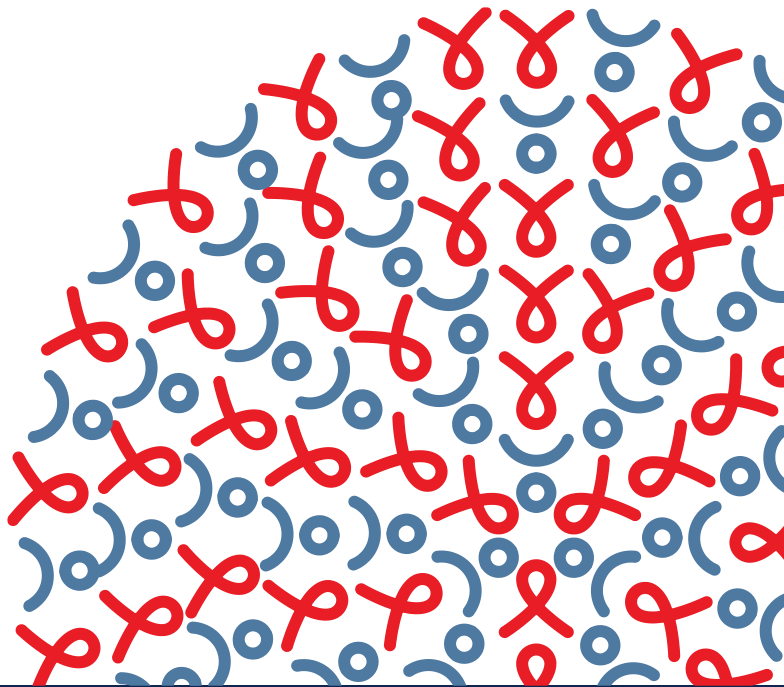


MEETING TARGETS AND MAINTAINING  
EPIDEMIC CONTROL (EPIC) PROJECT

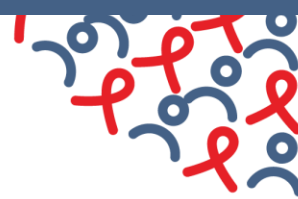
# Call for Expressions of Interest (EOI)

GRANT TO IMPLEMENT COMMUNITY-BASED HIV  
PREVENTION, CARE AND TREATMENT ACTIVITIES FOR  
KEY POPULATIONS IN THE KYRGYZ REPUBLIC



**USAID**  
FROM THE AMERICAN PEOPLE

**EpiC**  
Meeting Targets and  
Maintaining Epidemic Control



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

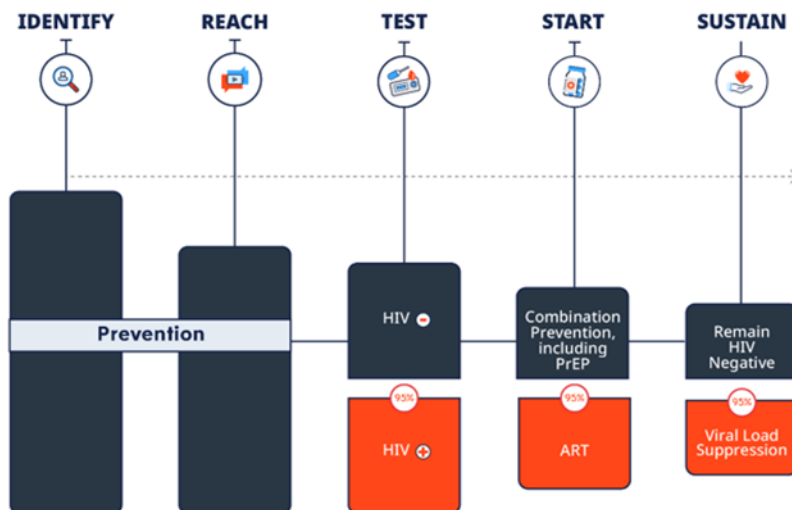
- FHI 360 will accept requests for clarification submitted by email at the following address: [procurement EpiC.kg@fhi360.org](mailto:procurement_EpiC.kg@fhi360.org)
- Questions must be received by 6:00 pm Kyrgyzstan Time (KGT) on July 28, 2024.
- Responses to questions will be shared during an online bidder's conference on July 31, 2024.

# I. Background

Meeting Targets and Maintaining Epidemic Control (EpiC), primed by FHI 360, is an eight-year (2019–2027) global project funded by the U.S. President’s Emergency Plan for AIDS Relief (PEPFAR) and the United States Agency for International Development (USAID) that is dedicated to achieving and maintaining HIV epidemic control. The EpiC project in Central Asia will build on the successes of the Central Asia HIV Flagship Project to further address remaining gaps in the cascade of HIV services for key populations (KP).

This announcement is a call for expressions of interest (EOIs) from local Kyrgyz non-governmental organizations (NGO), civil society organizations (CSO) – herein referred to as CSOs – to implement interventions improving access of key populations to quality HIV prevention, care and treatment services for a 12,5-month period beginning September 15, 2024, until September 30, 2025 (with a possibility to extend further pending additional donor funding and project success during year 1). Through this competitive process, EpiC intends to select and provide community engagement grant and technical assistance to Kyrgyz CSO that meets the criteria outlined in this document. In the Kyrgyz Republic, EpiC began implementation in August 2020, utilizing the HIV continuum of prevention, care, and treatment cascade (Figure 1) as the overall strategic framework for program implementation.

**Figure 1: EpiC Cascade of HIV Prevention, Care and Treatment Services for Key and Priority Populations**



## II. Scope of Work

The objective of the EpiC program in the Kyrgyz Republic is to reduce HIV incidence and mitigate the impact of HIV among the most at-risk KP by utilizing a client-centered community-based differentiated service delivery model that provides a comprehensive package of services and interventions for people living with HIV (PLHIV) and KP, ranging from hotspot-based coverage within geographic locations to virtual online-to-offline approaches. EpiC Kyrgyz Republic aims to fill critical gaps, reduce bottlenecks, and eliminate barriers across the HIV prevention, care, treatment, and support cascade to reach the 95:95:95 goals by 2030 among KP in the Kyrgyz Republic. EpiC is tasked to build the capacity of local community-based PLHIV and/or KP organizations to deliver HIV services tailored to the needs of PLHIV and KP. While significant progress has been made to date, USAID/Kyrgyz Republic and EpiC aims to support approaches that are systematic, coordinated, data-driven, and community-led that will significantly stem new infections, mitigate the impact of HIV, and address structural barriers, including stigma and discrimination.

The selected organization will be engaged in activities in relation to PLHIV, KP with a focus on people who inject drugs (PWID), people who use new psychoactive substances (NPS users) and other priority populations (PP) with high HIV risk, thereby to the program objectivities and targets. The selected organization will work with EpiC to ensure that proposed activities are based on the analysis of the HIV infection risks, use of health services, and unmet needs of people who use synthetic and new psychoactive substances supported by EpiC and incorporate findings and recommendations from the analysis.

Illustrative activities are listed in Table 1 by EpiC result area and to address the indicators listed. 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 CSO Applicants to ensure that all of the key activities are being addressed within the final selection of CSO. Interested CSOs 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 city
- Osh city
- Osh region

**Table 1: Illustrative Key Activities for Key Populations**

<p><b><i>Result 1 – Increased availability of comprehensive prevention, care and treatment services, including reliable coverage across the continuum of care for key populations.</i></b></p>
<ol style="list-style-type: none"><li>1. Provide testing services for HIV prevention and treatment to PWID, NSP users and other PP, and their partners (sexual and/or injecting).</li><li>2. Ensure linkage of clients with reactive community based HTS results to facilities for confirmatory testing and ART treatment initiation.</li><li>3. Provide PLHIV with community-based case management for ART adherence support and treatment retention and support groups for PLHIV.</li><li>4. Support rollout of differentiated service delivery (DSD) models for distribution of HIV self-tests and ensure clients linkage to further services.</li><li>5. Support rollout of DSD models for pre-exposure prophylaxis (PrEP) within the above listed target KP and PP.</li></ol>
<p><b><i>Result 2 – Demand for comprehensive prevention, care and treatment services among PWID, NPS users and other PP enhanced and sustained.</i></b></p>
<ol style="list-style-type: none"><li>1. Support the development and implementation of innovative behavior change strategies through communication, online strategies to increase demand for HIV services among members of the above listed populations.</li><li>2. Develop and implement effective peer outreach and navigation models.</li><li>3. Support monitoring and improvement of project's clients' satisfaction by services at CSOs and health facilities.</li></ol>
<p><b><i>Result 3 - Strengthened systems for planning, monitoring, evaluating and assuring the quality of programs for PWID, NPS users and other PP.</i></b></p>
<ol style="list-style-type: none"><li>1. Monitor activities and use data for program improvement.</li><li>2. Support rollout of an individual tracking system of client's outcomes across the HIV cascade.</li><li>3. Report on indicators based on PEPFAR and custom indicators and associated targets.</li></ol>
<p><b><i>Result 4 – Strengthen the capacity of CSOs working with PLHIV, PWID, NPS users and other PP.</i></b></p>
<ol style="list-style-type: none"><li>1. Capacitating KP and PP representatives to effectively engage with government organizations, donors and communities.</li><li>2. Promote and deliver HIV prevention and treatment services to KP and PP.</li><li>3. Address gaps related to access to health services for members of KP and PP.</li><li>4. Promote gender equality and social inclusion.</li></ol>

**EpiC Kyrgyz Republic will contribute to the goals and objectives of the Kyrgyz Republic HIV program, guided by national guidelines and within the priorities of PEPFAR's regional operational plan for the Kyrgyz Republic. Organizations responding to the EOI should propose targets for the following indicators:**

- HTS\_SELF: Number of individual HIV self-test kits distributed.
- HTS\_TST (POS): Number of individuals who received positive HIV test.

- HTS\_INDEX: Number of individuals who were identified and tested using Index testing services and received their results
- HTS\_INDEX\_COMM\_POS: Number of individuals who were identified and tested using Index testing services and received their results
- TX\_NEW\_VERIFY: Number of PLHIV confirmed as newly enrolled on antiretroviral therapy (ART).
- PREP\_NEW: Number of individuals who have been newly enrolled on oral antiretroviral pre-exposure prophylaxis to prevent HIV infection in the reporting period.

### III. Anticipated Period of Performance

September 15, 2024, to September 30, 2025 (12,5 months) with possibility of continued funding beyond this period depending on performance and availability of funds.

### IV. Funding Availability

EpiC anticipates awarding a standard 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 AIDS Center or Family Medicine Center in the geographic area where the CSO 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 HIV and AIDS projects with technical areas of focus (include information on target groups reached and numbers served). Please emphasize any work that you have done related to key populations including PWID, NPS users and other PP; HIV/AIDS prevention, care, and treatment activities; human rights; stigma and discrimination; increasing health service access; and gender and gender-based violence.

- 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 or 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 five pages, excluding the budget and annexes, and include the following information.

### A. Organizational Background (1.5 pages maximum)

Applicants should briefly detail the following information in the organizational background section. This information can be presented in 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, FBO) and registration status. Indicate if it is a membership organization.
4. Current geographical coverage (communities, hot spots, health centers). 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 HIV projects within the last five years. Please include for each project the technical and geographic areas of focus, the groups served, and numbers reached. Please emphasize any work that you have done related to **PWID, NPS users and other PP**; HIV prevention, care, and treatment of PLHIV activities; human rights; stigma and discrimination; increasing access to health services; gender; and gender-based violence.
7. Sources and funding levels for the past three years. Indicate if the sources are private/foundation or government (United States, Kyrgyz Republic, other).
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 (3.5 pages maximum)

Applicants should detail the following in the technical application:

#### B.1 Technical Approach and Key Activities (approximately 1.5 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. How PLHIV, KP and PP will be reached and provided prevention and health services, online and offline, including HIV testing with special focus on index testing, PrEP through community-based approaches, how HIV+ individuals will be linked to care, initiated on treatment, retained in care, and verify and support viral load suppression.
4. A clear timeline of when activities will be implemented over the 12,5 months in a GANTT chart format.

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

## **B.2 Management Approach and Institutional Capabilities (approximately 1 page maximum)**

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 page)**

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 12,5-month period of performance (September 15, 2024, to September 30, 2025). 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 AIDS Center, 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](mailto:procurement_EpiC.kg@fhi360.org)

Questions must be received by **6:00pm Kyrgyzstan Time (KGT) on July 28, 2023**.

FHI 360 will hold a bidder's conference via Zoom from **3:00pm – 4:30pm KGT on July 31, 2024**. The bidder's 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 code:** <https://fhi360-org.zoom.us/j/98877078443>

Meeting ID: 988 7707 8443

Completed EOIs are due to FHI 360 by **6:00pm KGT on August 4, 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 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 – [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	July 22, 2024
Questions on EOI due to <a href="mailto:procurement_EpiC.kg@fhi360.org">procurement EpiC.kg@fhi360.org</a>	July 28, 2024
Bidder's conference and responses to questions <a href="https://fhi360-org.zoom.us/j/98877078443">https://fhi360-org.zoom.us/j/98877078443</a> <b>Meeting ID: 988 7707 8443</b>	July 31, 2024
EOIs due to <a href="mailto:procurement_EpiC.kg@fhi360.org">procurement EpiC.kg@fhi360.org</a>	August 4, 2024
EOI review and post-submission clarifications	August 4 - 11, 2024
Notification of decisions to Applicants	August 9, 2024

Pre-award assessments and subaward development with selected Applicants to complete subaward documentation	August-September 2024
Expected award of funds to selected and successfully processed sub-awards	September 2024

## 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
<p><b>ORGANIZATIONAL BACKGROUND:</b></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 similar donor-funded HIV projects for PLHIV and KP, PP 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> <li>The Applicant's work is directed to KP and PP. The Applicant demonstrates the ability to reach KP and PP communities and social networks in the selected regions.</li> </ul>	35
<b>TECHNICAL APPLICATION</b>	
<p><b>TECHNICAL APPROACH:</b></p> <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
<p><b>MANAGEMENT APPROACH:</b></p> <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
<p><b>MONITORING AND EVALUATION PLAN:</b></p> <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>

## IX. Additional Information and Disclaimers

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

### *CONTRACT MECHANISM*

FHI 360 anticipates awarding a standard 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 or UEI 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.