SAVING LIVES AND LIVELIHOODS
THE AFRICA CENTRES FOR DISEASE CONTROL AND PREVENTION (AFRICA CDC) PROGRAMME TO SUPPORT MEMBER STATES TO ROLLOUT COVID-19 VACCINATIONS

OPEN CALL FOR PROPOSAL FOR
COVID-19 RISK COMMUNICATION AND COMMUNITY ENGAGEMENT (RCCE) IN AFRICA

GUIDELINES FOR APPLICANTS

Call for Proposal Reference: ACDC/MCF/RCCE/01
Deadline for submission of proposals: 30.07.2021
NOTICE

This is an open Call for Proposals, where all documents are submitted at one stage (Concept Note and Full Application Form). However, in the first instance, only the Concept Notes will be evaluated. Thereafter, for the Applicants whose Concept Notes have been pre-selected, evaluation of the Full Application Form will be carried out. Further to the evaluation of the Full Application Form, an eligibility check will be performed for those which are provisionally selected. This check will be undertaken on the basis of the supporting documents requested by the Contracting Authority and the signed “Declaration by the Applicant” sent together with the application.

The total number of pages of the proposal including the Concept Note should not be more than 25 pages of Arial 10 characters with 2 cm margins. The Concept Note should not be more than two (2) pages.

There are five Lots for application. Applicants can apply for one or more Lots of their preference. The Lots are:

LOT I. North African Region (7 African Union Member States)
LOT II. East African Region (14 African Union Member States)
LOT III. Central African Region (9 African Union Member States)
LOT IV. West African Region (15 African Union Member States)
LOT V. Southern African Region (10 African Union Member States)
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<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>Applicant</td>
<td>The lead organization (or individual) submitting the Funding Application Form. When selected as a successful applicant, the Applicant becomes the contracting party, known thereafter as the Funding Recipient.</td>
</tr>
<tr>
<td>Call for Proposals</td>
<td>This call for proposals, with reference ACDC/MCF/RCCE/01, for COVID-19 Risk Communication and Community Engagement (RCCE) in Africa</td>
</tr>
<tr>
<td>Concept Note</td>
<td>The concept note prepared by an Applicant in accordance with the instructions in part A of the Funding Application Form.</td>
</tr>
<tr>
<td>Contracting Authority</td>
<td>Mastercard Foundation</td>
</tr>
<tr>
<td>Full Application Form</td>
<td>The application form and full proposal prepared by an Applicant in accordance with the instructions set out in part B of the Funding Application Form.</td>
</tr>
<tr>
<td>Funding Application Form</td>
<td>The application form annexed to these guidelines as Annex A, consisting of the Concept Note and Full Application Form.</td>
</tr>
<tr>
<td>Funding Recipient</td>
<td>The successful Applicant, who will implement the proposed activities contained in their Funding Application Form, pursuant to a contract to be entered into with the Contracting Authority</td>
</tr>
<tr>
<td>Governmental Organisation</td>
<td>Any national, provincial, state, municipal, county, or regional government or governmental or regulatory authority, and includes any department, commission, corporation, bureau, board, administrative agency, or regulatory body of any of the foregoing.</td>
</tr>
<tr>
<td>Indigenous African Organisation</td>
<td>Organisation headquartered in Africa</td>
</tr>
<tr>
<td>Lot</td>
<td>Any of the five lots available for application under this Call for Proposals, being one lot for each of the North Africa region, East Africa region, Central Africa Region, West Africa region, and Southern Africa region.</td>
</tr>
<tr>
<td>Member State</td>
<td>Any of the 55 member states of the African Union.</td>
</tr>
<tr>
<td>Partner</td>
<td>Any Applicant who submits an individual or joint Funding Application Form with another Applicant. Partners are subject to the same eligibility criteria as Applicants, as defined in sections 2.1.1 and 2.1.2, and must therefore sign the “Declaration by the Applicant” in the Funding Application Form.</td>
</tr>
<tr>
<td>Subcontractor</td>
<td>Applicants have the possibility to award contracts to subcontractors who are subject to the procurement rules set out in the contract between the Contracting Authority and Funding Recipient. Subcontractors do not have to sign the “Declaration by the Applicant” in the Funding Application Form.</td>
</tr>
<tr>
<td>Surge Capacity</td>
<td>Any additional staff required and hired to implement the activities laid out in the objectives in section 1.6 of this Call for Proposals.</td>
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1 COVID-19 RISK COMMUNICATION AND COMMUNITY ENGAGEMENT (RCCE) IN AFRICA

1.1 BACKGROUND

Through the Saving Lives and Livelihoods initiative a partnership between the Africa Centres for Disease Control and Prevention (Africa CDC), a specialised institution of the African Union Commission and the Contracting Authority, we are seeking proposals from eligible entities as per section 2.1.1 to support African Union Member States in designing, implementing, monitoring and evaluating the RCCE activities necessary for scaling up COVID-19 vaccination to at least 60 per cent coverage of their populations with safe and effective COVID-19 vaccines by 2022. Funding under this Programme will be made available to selected Funding Recipients to support African Union Member States to deploy COVID-19 vaccinations.

The Africa CDC is a continent-wide public health agency. Its mission is to strengthen Africa’s public health institutions’ capabilities to detect and respond quickly and effectively to disease outbreaks and other health burdens through an integrated network of continent-wide preparedness and response, surveillance, laboratory, and research programs. In order to achieve its mission, the Africa CDC works with African Union Member States, the World Health Organization (WHO) and partners in the five geographic sub-regions of Africa to strengthen their capacity in five strategic priority areas:

I. Surveillance and disease intelligence.
II. Emergency preparedness and response.
III. Laboratory systems and networks.
IV. Information and technology systems; and
V. Institutes and research.

Enablers of the Africa CDC’s mission include leadership, management, financial sustainability, workforce, partnership and innovation.

The world is currently going through an unprecedented pandemic (COVID-19) caused by SARS-CoV-2. As of 18 April 2021, the SARS-CoV-2 virus that causes COVID-19 has infected more than 130 million people and caused over 3.0 million deaths globally. In Africa, the number of reported COVID-19 has surpassed 4.3 million, with more than 117,000 deaths.

Recognising that the only way we can end the pandemic and safeguard lives and livelihoods on the continent is to rapidly immunise a critical mass of the African population, the African Union Bureau of Heads of State and Government endorsed the COVID-19 Vaccine Development and Access Strategy on 20 August 2020. The strategy aims to vaccinate at least 60 percent of the African population with safe and efficacious COVID-19 vaccines to achieve population level immunity needed to bring the pandemic under control.

The deployment of COVID-19 vaccines will be a significant logistics challenge, vaccinating 35 percent of the African population in 2021 means more than 800 million vaccinations in
total or more than 2 million per day for a year. A massive scale-up of capacities will be needed for transport, storage, deployment, training, and inoculation. An assessment of country readiness by the World Bank and partners shows that there are significant gaps in several Member States.

To scale-up COVID-19 vaccination and meet the set target, Africa CDC seeks proposals from Eligible Organisations (defined in section 2.1.1) that possess the capacity to implement the goal and objectives described in the guidelines below. The Africa CDC and Contracting Authority reserve the right not to award all available funds.

In carrying out the activities prescribed in this Call for Proposals, Africa CDC expects to work in close collaboration with the Contracting Authority, Funding Recipients, and Member States. In this way, Africa CDC will have significant technical involvement in implementation activities through the provision of normative guidance, standards and policies, as well as provision of technical advisory services and assistance to address knowledge gaps and to build specialised institutional capacities as appropriate. Moreover, Funding Recipients will be expected to collaborate with Africa CDC-supported partners including, but not limited to, UNICEF and others to ensure synergies and consistency across COVID-19 pandemic response funded activities in line with Africa CDC’s COVID-19 Continental Strategy and Vaccine Development and Access Strategy.

1.2 PROPOSAL INTENT AND PURPOSE

This Call for Proposals is a partnership between the Africa CDC and the Contracting Authority to attract Eligible Organisations (as defined in section 2.1.1) that have the capacity to implement the main goal and objectives described in this Call for Proposals.

The Contracting Authority is seeking Applicants to perform certain services in order to assist it achieve its charitable purposes:

1. To establish, operate and provide programs and services to help children and youth to access education, understand and utilise technology and develop the skills necessary to succeed in a diverse and global workforce;

2. To establish, operate and provide microfinance programs and services to financially disadvantaged persons and communities in order to economically enhance communities and develop entrepreneurs as a means of relieving poverty.

The global COVID-19 pandemic has jeopardised the health, security and livelihoods of people across the world, particularly in communities in developing nations that are stricken by poverty and lack of economic opportunity. This crisis threatens to undermine long-term economic development in these communities.

1.3 CONTEXT

The coordinated and comprehensive scale-up of COVID-19 vaccination needs to be planned, intentional and timely. The moral imperative to vaccinate must be supported by epidemiology, geography as well as the nuance and urgency of context, ensuring that no one is left behind, no vaccine is wasted, and no opportunity to collect data and develop systems is missed. The Saving Lives and Livelihoods Programme’s Guiding Principles are outlined below:
• **Inclusion**: Include all African Member States and communities

• **Equity**: Reflect Member States’ circumstances and needs through in-depth assessment and consultations

• **Accountability**: Use resources appropriately, efficiently, and transparently

• **African- and country-led**: Empower African governments, public health institutions, and implementing organisations, ensuring that Member States and African institutions remain at the centre of all efforts

• **Collaboration**: Work hand-in-hand with Member States and relevant partners in the field

• **Improvements to national health systems**: Strengthen national health systems for vaccine deployments

• **Iteration and learning**: Apply a test-and-learn approach while scaling up the programme, with a focus on knowledge and institution building.

**COVID-19 Risk Communication and Community Engagement (RCCE) in Africa**

COVID-19 vaccine roll-outs in many African Union Member States will run at significantly different speeds and scales than well-established immunisation programmes. Furthermore, the beneficiary populations of the various programmes will differ from state to state. In order to deliver COVID-19 vaccines at the desired scale in target populations, Member States will need to substantially evolve and expand their existing systems for immunising adults and vulnerable people.

Risk Communication and Community Engagement (RCCE) plays a crucial role in creating demand for and uptake of COVID-19 vaccinations, as well as supporting other non-pharmaceutical efforts to break the chain of transmission. Experience from early COVID-19 response activities, for example the Partnership to Accelerate COVID-19 Testing (PACT), has shown that effective response frequently requires extensive RCCE. With the emergence and sustained transmission of COVID-19 across Africa and the considerable amount of public health misinformation and anti-vaccine sentiment circulating on the continent, there is an unprecedented need to elevate the role RCCE plays in breaking transmission chains and mitigating the impact of the pandemic.

Large-scale information dissemination, education, and counselling through tailored country RCCE programmes facilitating COVID-19 vaccine uptake is therefore required. For Africa CDC’s RCCE programme, this will entail collaborating with technical partners and the private sector to support Member States with the guidance and technical assistance necessary to undertake this significant transformation across a range of areas, including developing tailored messaging, conducting health worker training, and supporting innovation in media and message delivery channels.

**1.4 OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this call for proposal is to support African Union Member States in designing, implementing, monitoring and evaluating the RCCE activities necessary for
scaling up COVID-19 vaccination to at least 60 per cent coverage of their populations with safe and effective COVID-19 vaccines by 2022.

### 1.5 SPECIFIC OBJECTIVES OF THE ASSIGNMENT

This Call for Proposals seeks proposals from Indigenous African Organisations that can:

A. **Understand the drivers and scale of vaccine hesitancy and develop a strategy to combat it**
   1. Conduct, or support African Union Member States in conducting, perception studies on COVID-19 vaccines to guide the design of impactful RCCE strategies for accelerated COVID-19 vaccine uptake on the continent.
   2. Support the design of RCCE strategies within selected Member States.

B. **Implement RCCE strategies in selected countries**
   1. Prepare tailored and relevant messaging and communications regarding COVID-19 vaccine-related preventative messaging, including vaccine facts.
   2. Design training materials and programmes, and provide training for vaccine influencers such as religious and traditional leaders, teachers, healthcare workers, political leaders, and other community influencers to support the implementation of RCCE strategies for COVID-19.
   3. Recruit and train surge capacity of different cadres of staff for the implementation of RCCE strategies for COVID-19, leveraging existing initiatives such as community health worker programmes and task shifting initiatives.
   4. Manage the implementation of RCCE strategies in selected Member States.

C. **Set up systems and tools for effective communication within Member States**
   1. Identify and set-up tools required in-country to share preventative messaging, for example reducing vaccine hesitancy and notifying people of their eligibility for vaccinations.
   2. Develop a system for COVID-19-related rumour identification, tracking and management.

### 1.6 DELIVERABLES AND EXPECTED OUTCOMES

The expected deliverables and related impact of this Call for Proposals are:

1. **Vaccine perception study.** A study and survey conducted in Member States selected for intervention, with aggregated and individual Member State reports of the findings to be used to guide the design and implementation of RCCE strategy for COVID-19 at the Member State and continental levels. The final report should include details such as: background and existing information, detailed methodology and approach, survey results and findings, implications for strategic interventions, and immediate next steps.
2. **Design of RCCE strategies.** Individualised strategies for supported Member States. This includes, but is not limited to, the development of national and subnational workplans, preliminary costing and budgeting to implement strategy, the selection of community influencers to engage at the local level, mapping of a targeted audience for focused intervention, ensuring messaging is audience-specific, determining the cadre of staff to recruit, specifying training guidelines and structure, finalizing the content and design of messaging, and other implementation activities.

3. **Targeted risk communication and preventive materials.** This includes information, education and communication (IEC) materials on COVID-19 vaccinations and COVID-19 preventative materials. Media used could include a combination of written messages, informational videos, verbal communications, radio advertisements and text messages.

4. **Training and skills-development programmes.** Including conducting training sessions with selected community influencers to share supportive messaging, and building surge capacity by recruiting RCCE staff.

5. **Implementation of RCCE activities.** Working with local governments, community influencers, and local implementation partners to implement tailored strategies across geographies and target populations.

6. **Setting up the tools and systems required for effective communication, which could include:**
   a. Diagnostic and consultation: collaborate with national co-ordinating bodies and the programme team to understand information availability as well as data sharing and reporting requirements, identify system needs, and develop a plan to set up proper systems and tools for helping the public access relevant information about receiving vaccinations.
   b. Information exchange with national co-ordinating body: set up tools and establish an efficient information flow with the national co-ordinating body to access timely and accurate information for consumers about receiving vaccinations (e.g. eligibility, location and time of vaccination sites).
   c. Digital channels: where appropriate, set up tools and digital channels to provide access to vaccination information and promote demand and acceptance among the target population (e.g. vaccine finder website); this should be based on country consultation and confirmed with both the country and programme teams.
   d. Reporting: set up the necessary tools and processes to fulfil the reporting requirements of the national co-ordinating body and the programme.

7. **Setting up a rumour tracking system** that identifies and can address disinformation or misinformation related to COVID-19, vaccinations, etc.

Within the technical proposal, applicants should detail how their proposed approach will address the Programme Principles by answering the following questions:

1. How does the proposed approach plan to embed long-term impact and sustainability of investments made under this Programme to have long-term impacts on health system strengthening in African Member States?
2. How does the applicant propose to interact with existing partners on-the-ground and governments, and boost/complement current efforts?

3. How will the partner ensure that any information systems tools and data will be interoperable among national coordinating bodies and the Programme / Africa CDC?

1.7 PERFORMANCE MONITORING

Performance monitoring aims to track implementation of partners’ activities (process monitoring) and determine progress on achieving the outcomes (outcome monitoring). Targets will be defined against each KPI by Africa CDC and partners. Selected partners will be responsible for reporting on, at a minimum but not limited to, indicators listed below. As part of their technical proposals, applicants should list additional performance measures which they propose to use to monitor and evaluate their activities.

Required Performance Measures (Minimum Set) – Reporting Frequency and targets on each KPI will need to be determined in the ToR depending on countries specific needs

- Favourable COVID-19 vaccination opinions reported through perception surveys (# favourable opinions)
- Improved vaccine acceptance, or reduced vaccine hesitance evidenced by increased vaccine uptake in the Member State

Additional Performance Measures (Custom Indicators) – Non exhaustive examples, to be refined in collaboration with selected partners

A preliminary set of additional performance measures has been listed below. Exhaustive list will be refined and agreed upon by Africa CDC and partners and may vary depending on country needs. Applicants should also propose additional custom performance measures to monitor achievement of outcomes not directly measured by listed indicators. Custom indicators should include process and outcome measures. Reporting Frequency and targets on each KPI will need to be determined in the ToR depending on Member States’ specific needs.

- Vaccine perception study conducted in Member States (# studies)
- Sampling methodology for the vaccine perception study in Member State (% population covered per demographic segment)
- Individualised RCCE strategies designed for supported Member States (# end to end strategy aligned)
- Targeted risk communication and preventive materials developed (# materials required)
- Community influencers trained to share supportive messaging (# people)
- RCCE surge staff recruited (# people)
Key influencers of COVID-19 vaccination identified, equipped with evidence-based messaging surrounding vaccinations, and engaged to deliver on COVID-19 advocacy programmes (# people)

- Relevant IT systems to respond to country RCCE needs identified (# and nature of systems)
- Media monitoring conducted (qualitative)
- Rumours that gained momentum tracked (qualitative)
- Interventions to counter these rumours developed (qualitative)

**High level Programme impact metrics** – To be reported for broader Programme monitoring purpose – Partners’ accountability to be determined depending on the context

- Jobs created, directly\(^1\) and indirectly\(^2\) (# jobs) [Reporting Frequency: quarterly]
  - Permanent jobs created (cumulative #) [Reporting Frequency: quarterly]
- People trained, directly\(^1\) and indirectly\(^2\) (cumulative #) [Reporting Frequency: quarterly]
  - People trained on transferable, non-COVID-19 specific capabilities (cumulative #) [Reporting Frequency: quarterly]

**Data Sources, recipient and reporting schedule**: Africa CDC has determined that the data source for these indicators are partners’ activities and CVCs management data. Reporting will be done directly from partner to Africa CDC through a DHIS2 portal (to be confirmed). Reporting should be done in a timely manner – i.e., on the agreed-upon day of the week / month / quarter (depending on the KPI) and timeliness of reporting will be a part of partner performance management criteria.

### 1.8 FINANCIAL ALLOCATION PROVIDED BY THE CONTRACTING AUTHORITY

The total indicative envelope available for this Call for Proposals is up to USD 40.5 million for the duration of the Programme. This envelope will potentially be made available to multiple successful Funding Recipients per Lot. Applicants are welcomed to bid for more than one Lot, if relevant. Africa CDC and the Contracting Authority make no representation, warranty or guarantee as to the accuracy of the information contained in this Call for Proposals. Any quantities shown or data contained in the Call for Proposals are estimates only and are for the sole purpose of indicating to Applicants the general size of the work. The Contracting Authority reserves the right to select multiple Applicants and / or not to award all available funds.

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\(^1\) Number of people directly hired / trained by the partners to meet ToR of this Programme

\(^2\) Number of people hired / trained by partners or by their own partners as an indirect consequence of the Programme
2 RULES FOR THIS CALL FOR PROPOSALS

These guidelines set out the rules for the submission, selection and implementation of actions financed under this Call for Proposals, in conformity with the provisions of the Saving Lives and Livelihoods: Partner Selection and Management Manual (SLL-PSMM).

2.1 ELIGIBILITY CRITERIA

There are three sets of eligibility criteria, relating to:

- Applicant(s) which may request funding (2.1.1), and their Partners (2.1.2);
- actions for which funding may be provided (2.1.3);
- types of costs which may be taken into account in setting the amount of the funding (2.1.4).

2.1.1 Eligibility of Applicants: who may apply?

(1) In order to be eligible as the Funding Recipient, or in the case of Partners, as the leading Partner for funding, Applicants must:

- be an entity with legal personality, and
- not be a Governmental Organisation, and
- be a not-for-profit organisation, and
- be an Indigenous African Organisation, and
- be directly responsible for the preparation and management of the action with their Partners, not acting as an intermediary.

(2) Potential Applicants may not participate in calls for proposals or be shortlisted for funding if they are in any of the situations which are listed in Section 2.8 of this guide.

In part B section VI of the Funding Application Form ("Declaration by the Applicant"), Applicants must declare that they do not fall into any of these situations listed in Section 2.8 of this guide.

2.1.2 Partnerships and eligibility of Partners

Applicants may act individually or with Partners.

Partners participate in designing and implementing the action, and the costs they incur are eligible in the same way as those incurred by the Funding Recipient. They must therefore satisfy the eligibility criteria as applicable to the Applicant themselves.

The following are not Partners and do not have to sign the “partnership statement”:

- Subcontractors
Funding Recipients have the possibility to award contracts to Subcontractors. Subcontractors are neither Partners nor Associates, and are subject to the procurement rules set out in the Contracting Authority’s standard contract and policies. Notwithstanding Section 2.1.1, Subcontractors may be for-profit organisations.

The Applicant will act as the lead organisation and, if selected, as the Funding Recipient.

2.1.3 Eligible actions: actions for which an application may be made

Definition: An action (or project) is composed of a set of activities.

Duration
The planned duration of an action may not be lower than 12 Months nor exceed 36 Months.

Location
Actions must take place in one or more of the 55 Member States of the African Union. The Call for Proposals is categorised into five Lots covering the five regions of Africa.

Subcontracting
In order to support the achievement of the objectives of the action, and in particular where the implementation of the action proposed by the Applicant requires financial support to be given to third parties, the Applicant may propose awarding subcontracts. However, subcontracts may not be the main purpose of the Action and it must be duly justified.

In case where the Applicant foresees to award subcontracts, it has to specify in its Funding Application Form the total amount of funding which may be used for awarding subcontracts as well as the minimum and maximum amount per subcontract. Additionally, a list with the types of activity which may be eligible for subcontracts must be included in the Funding Application Form, together with the criteria for the selection of the recipients of these subcontracts.

The following types of action are ineligible:

- actions concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, and congresses; and
- actions which are not related to the assignment.

Number of applications and contracts per Applicant
An Applicant may not submit more than one Funding Application Form under this Call for Proposals.

An Applicant may not at the same time be a Partner under another Funding Application Form under this Call for Proposals for a single Lot.

Partners may take part in more than one Call for Proposals within the Programme.
2.1.4 Eligibility of costs: costs which may be taken into consideration for funding

Only “eligible costs” can be taken into account for funding. The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for “eligible costs”. Note that the eligible costs must be based on real costs based on supporting documents (except for subsistence costs and indirect costs where flat-rate funding applies).

Recommendations to shortlist applications for funding are subject to a detailed review of the proposed budget by the Contracting Authority, which review will precede the signing of the contract. Following the review, the Contracting Authority may request clarifications of related costs based on the defined activities and may request modifications to the budget. The amount of funding as a result of these modifications may not be increased.

After the contract is signed, actual expenditure will be tracked to budget and supporting documents must be supplied on an ongoing and timely basis. Expenditure on ineligible costs or a failure to provide sufficient supporting documents could impact the subsequent release of funds and ultimately termination of the contract.

It is therefore in the Applicant’s interest to provide a realistic and cost-effective budget.

Eligible direct costs

1) Eligible costs are costs actually incurred by the Funding Recipient which meet all the following criteria:
   a) they are incurred during the implementation of the action with the exception of costs relating to final reports, expenditure verification and evaluation of the action, whatever the time of actual disbursement by the Funding Recipient and/or its Partners;
   b) must be indicated in the estimated overall budget of the action;
   c) must be necessary for the implementation of the action which is the subject of the funding;
   d) they are identifiable and verifiable, in particular being recorded in the accounting records of the Funding Recipient and determined according to the applicable accounting standards of the country where the Funding Recipient is established and according to the usual cost accounting practices of the Funding Recipient;
   e) must be reasonable, justified and comply with the requirements of sound financial management, in particular regarding economy and efficiency;

2) Subject to the above being respected, the following direct costs of the Funding Recipient and its Partners shall be eligible:
   a) the cost of staff assigned to the action, corresponding to actual gross salaries including social security charges and other remuneration-related costs; salaries and costs must not exceed those normally borne by the Funding Recipient or its partners, as the case may be, unless it is justified by showing that it is essential to carry out the action;
b) travel and subsistence costs for staff and other persons taking part in the Action, provided they do not exceed those normally borne - using reasonable local rates - by the Funding Recipient or its partners, as the case may be;

c) purchase or rental costs for equipment and supplies (new or used) specifically for the purposes of the action, and costs of services, provided they correspond to market rates;

d) cost of consumables;

e) expenses incurred by subcontractors;

f) costs deriving directly from the requirements of the contract (dissemination of information, evaluation specific to the action, audits, translation, reproduction, insurance, etc.)

3) Indirect costs are eligible provided that they do not include costs assigned to another heading of the budget of this Contract.

**Eligible indirect costs (overheads)**

The indirect costs incurred in carrying out the action may be eligible for flat-rate funding of up to 10% of the total eligible direct costs, based on the individual need of the Funding Recipient.

**Contributions in kind**

Contributions in kind are not considered actual expenditure and are not eligible costs. The contributions in kind may not be treated as co-financing by the Funding Recipient.

The cost of staff assigned to the Action is not a contribution in kind.

**Ineligible costs**

The following costs are not eligible:

- debts and provisions for losses or debts;
- interest owed;
- items already financed in another framework;
- purchases of land or buildings;
- purchases of vehicles;
- currency exchange losses;
- taxes (VAT may be eligible in cases where the Funding Recipient (or its partners) cannot reclaim it and the applicable regulations do not forbid coverage of taxes);
- credit to third parties;
- cash payments (nominal cash payments may be allowed if agreed to in advance);
- payments to government officials or, other than as required by law, to government entities.
2.2 HOW TO APPLY AND THE PROCEDURES TO FOLLOW

Open Call for Proposals

2.2.1 Application form

Applications must be submitted in accordance with the instructions in the Funding Application Form.

Applicants must apply in English, French, Arabic or Portuguese with a strong preference for English and French.

Any error or major discrepancy related to the points listed in the instructions on the Concept Note or any major inconsistency in the Funding Application Form (e.g., the amounts mentioned in the budget are inconsistent with those mentioned in the application form) may lead to the rejection of the application.

Clarifications will only be requested when information provided is unclear, thus preventing Africa CDC or the Contracting Authority from conducting an objective assessment.

Hand-written applications will not be accepted.

Please note that only the Funding Application Form and the published annexes which have to be filled in (budget) will be evaluated. It is therefore of utmost importance that these documents contain ALL relevant information concerning the action. No additional annexes should be sent.

2.2.2 Where and how to send the Applications

Applications must be submitted electronically to SLLapplications@africa-union.org and copy to SLLpartners@mastercardfdn.org. The complete Funding Application Form (part A: Concept Note and part B: Full Application Form), budget, and eligibility supporting documents must also be supplied in electronic format in a separate and unique file (e.g., the application must not be split into several different files).

The Checklist (Section V of part B the Funding Application Form) and the Declaration by the Applicant (Section VI of part B of the Funding Application Form) must be signed, scanned and included in the file.

Where an Applicant sends several different applications, each one has to be sent separately.

The cover sheet of files must bear the reference and the title of this Call for Proposals, together with the title and number of the Lot, the full name and address of the Applicant, and the words “Not to be opened before the opening session”. The Applicant should protect the files with a password which will be sent to the abovementioned e-mail address at the time of opening of the application. Applicants should share file passcodes 15 minutes before the closing time of the bids.
Applicants must verify that their application is complete using the checklist (section V of part B of the Funding Application Form). Incomplete applications may be rejected.

2.2.3 Deadline for submission of Applications

The deadline for the submission of applications is Friday 30.07.2021, the deadline for receipt is at 1500 hours Addis Ababa Time GMT+3 Time Zone. Any application submitted after the deadline will automatically be rejected.

2.2.4 Further information for the Application

An information session on this call for proposals will be held on Tuesday 13.07.2021 at 1500 hours Addis Ababa Time GMT+3 Time Zone. The link to be used for this session will be: https://zoom.us/j/98978578106?pwd=d1JoUW13TWZJKy9Ybitla0VUWnpmZz09

Questions may in addition be sent by e-mail no later than 15 days before the deadline for the submission of applications to the below addressee(s), indicating clearly the reference of this Call for Proposals:

SLLapplications@africa-union.org and copy to SLLpartners@mastercardfdn.org

Africa CDC and the Contracting Authority have no obligation to provide further clarifications after this date.

 Replies will be given no later than 7 days before the deadline for the submission of applications.

In the interest of equal treatment of Applicants, neither Africa CDC nor the Contracting Authority can give a prior opinion on the eligibility of an Applicant, a Partner, an action or specific activities.

Questions that may be relevant to other Applicants, together with the answers, will be published on the internet at the website: https://www.africacdc.org/. It is therefore highly recommended to regularly consult the abovementioned website in order to be informed of the questions and answers published.

2.3 EVALUATION AND SELECTION OF APPLICANTS

Applications will be examined and evaluated by an evaluation committee established by Africa CDC with the possible assistance of external assessors or appointed experts. All actions submitted by Applicants will be assessed according to the following steps and criteria:

If the examination of the application reveals that the proposed action does not meet the eligibility criteria stated in paragraph 2.1.3, the application shall be rejected on this sole basis.

STEP 1: OPENING SESSION AND ADMINISTRATIVE CHECK

The following will be assessed:
The submission deadline has been respected. If the deadline has not been respected the application will automatically be rejected.

The Funding Application Form satisfies all the criteria specified in points 1-5 of the Checklist section V of part B of the Funding Application Form. If any of the requested information is missing or is incorrect, the application may be rejected on that sole basis and the application will not be evaluated further.

Following the opening session and the administrative check, Africa CDC will send a letter to all Applicants, indicating whether their application was submitted prior to the deadline, informing them of the reference number they have been allocated and whether they have been recommended for further evaluation.

STEP 2: EVALUATION OF THE CONCEPT NOTE

The evaluation of the Concept Notes that have passed the first administrative check will cover the relevance of the action, its merits and effectiveness, its viability and sustainability. The evaluation committee reserves the right not to undertake the evaluation of the Concept Notes whenever considered justified (for example when a less than expected number of applications are received) and to go straight to the evaluation of the corresponding Full Application Forms.

Please note that the scores awarded to the Concept Note are completely separate from those given to the Full Application.

The Concept Note will be given an overall score out of 50 points in accordance with the breakdown provided in the evaluation grid below. The evaluation shall also verify the compliance with instructions provided in the guidance for Concept Note, part A of the Funding Application Form.

The evaluation criteria are divided into headings and subheadings. Each subheading will be given a score between 1 and 5 in accordance with the following assessment categories: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevance</strong></td>
<td></td>
</tr>
<tr>
<td>• Presentation and analysis of the problems</td>
<td></td>
</tr>
<tr>
<td>• Identification of specific problems to be addressed by the action, including at the country or regional level</td>
<td></td>
</tr>
<tr>
<td>• Description of the target groups and their specific needs</td>
<td></td>
</tr>
<tr>
<td>• Alignment between the proposed action with national/regional vaccination plans where available</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
<tr>
<td><strong>Effectiveness and Feasibility</strong></td>
<td></td>
</tr>
<tr>
<td>• Description of the overall objective of the action and expected results</td>
<td></td>
</tr>
<tr>
<td>• Description of the proposed activities and their effectiveness and relevance for the needs outlined under above section “Relevance”</td>
<td></td>
</tr>
<tr>
<td>• Collaboration with stakeholders (national, local government, private sector, etc.) and/or any implementing partners, their role in the proposed action</td>
<td></td>
</tr>
<tr>
<td>• Assessment of factors that can hinder or enable programme delivery, and the proposed mitigations (or enhancements) to address, including any proposed partners</td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
</tr>
</tbody>
</table>
Criteria | Scores
--- | ---
**Sustainability** | 10

- Explanation and analysis on risks (such as physical, environmental, political, economic and social risks), preconditions and assumptions for the sustainability of the actions after the implementation phase and measures introduced by the proposed action to address these risk types.
- Explanation on the measures introduced by the proposed action to increase long-term sustainability, including the ownership and capacity of the state and non-state actors as well as local communities.

**TOTAL** | **50**

Once all Concept Notes have been assessed, a list will be established with the proposed actions ranked according to their total score.

Firstly, only the Concept Notes which have been given a score of a minimum of 12 points in the category “Relevance” as well as a minimum total score of 30 points will be considered for pre-selection.

The evaluation committee will subsequently proceed with the Applicants whose proposals have been pre-selected.

**STEP 3: EVALUATION OF THE FULL APPLICATION**

An evaluation of the quality of the applications, including the proposed budget, and of the capacity of the Applicant and its Partners, will be carried out in accordance with the evaluation criteria set out in the evaluation grid included below. There are two types of evaluation criteria: selection and shortlist criteria.

**The selection criteria** are intended to help evaluate the Applicants’ financial and operational capacity to ensure that they

- have stable and sufficient sources of financing to maintain their activity throughout the period during which the action is being carried out and, where appropriate, to participate in its funding.
- have the management capacity, professional competencies and qualifications required to successfully complete the proposed action. This also applies to any Partners of the Applicant.

**The shortlist criteria** allow the quality of the applications submitted to be evaluated in relation to the set objectives and priorities, and Applicants to be shortlisted to perform actions which maximise the overall effectiveness of the call for proposals.

**Scoring:**

The evaluation criteria are divided into sections and subsections. Each subsection will be given a score between 1 and 5 where: 1 = very poor; 2 = poor; 3 = adequate; 4 = good; 5 = very good.

**FULL PROPOSAL EVALUATION GRID**
Criteria | Scores
--- | ---
**Approach** | 5
- Clarity, innovation and feasibility of the approach  
- Plans/strategies of collaboration with Ministry of Health and donors  
**Operational Capacity** | 35
- Administration, financial, and management systems to support transparent accountabilities of the proposed activities  
- Management of resources of the programme (including hiring, procurement, sub-contractors, partnerships), budgets and backstopping capacity  
- Qualified personnel with experience in national vaccination plans  
**Technical Capacity** | 35
- Experience working in other public health areas like TB, Malaria or HIV at country and regional levels and with WHO, CDC, PEPFAR, the Global Fund  
- Experience working with the target population, with knowledge and connections with the communities  
- Alignment with Africa CDC’s existing instruments RISLNET, NPHIs, and experience with rolling out large scale training with the ECHO Platform  
**Evaluation and Performance Measurement** | 15
- Presentation of a performance monitoring plan that clearly and accurately tracks each activity, including monitoring, tracking, and reporting.  
- Presence of enabling systems, processes, and protocols to enable the process, including governance of performance management.  
- Past experience and qualified personnel in programme monitoring and evaluation and preparing reports

TOTAL | 90
--- | ---
**Financial Proposal** | 10
**Realistic and Cost Effective** | 10
- Proposed direct and indirect costs to be incurred must meet eligibility criteria as defined in the guidelines for Applicants  
- Unit cost and quantities must be provided for all individual goods purchased  
  - Unit costs should be representative of the real estimated costs to be incurred (costs should not be unrealistic or ineligible)  
  - Quantity of units should reflect the scope of the Applicant’s proposed action  
- Details of service costs to be provided should include amongst others but not limited to nature/type of service, period for which service will be provided, total real estimated costs, etc.  
  - Cost and length of service should be reasonable and complete  
- The proposed Applicant’s budget should clearly detail the proposed action plan and be documented in the format provided in the RFP

TOTAL | 10
Minimum score to be considered for shortlisting is 70%

(Minimum score threshold may be revised based on application volume)

Provisional selection

Following the evaluation, a table listing the applications ranked according to their score and within the available financial envelope will be established as well as a reserve list following the same criteria.

Note: The scores awarded in this phase are completely separate from those given to the Concept Note of the same application.

STEP 4: VERIFICATION OF ELIGIBILITY OF THE APPLICANT AND PARTNERS

The eligibility verification, based on the supporting documents requested by the Contracting Authority (see section 2.4) will only be performed for the applications that have been provisionally selected according to their score and within the available financial envelope.

- The Declaration by the Applicant (Section VI of part B the Funding Application Form) will be cross-checked with the supporting documents provided by the Applicant. Any missing supporting document or any incoherence between the Declaration by the Applicant and the supporting documents may lead to the rejection of the application on that sole basis.

- The eligibility of the Applicant, the Partners, and the action will be verified according to the criteria set out in sections 2.1.1, 2.1.2 and 2.1.3.

2.4 SUBMISSION OF SUPPORTING DOCUMENTS FOR PROVISIONALLY SELECTED APPLICATIONS

Applicants who have been provisionally selected or listed under the reserve list will be informed in writing by Africa CDC and be required to provide the following:

1. The statutes or articles of association of the Applicant organisation and of each Partner organisation.
2. External audit reports produced by an approved auditor, certifying the Applicant’s accounts for the last two financial years.
3. Copy of the Applicant’s year-to-date accounts (the profit and loss account and the balance sheet for the previous financial year for which the accounts have been closed).
4. A financial identification form conforming to the model attached at Annex C of these Guidelines, certified by the bank to which the payments will be made. This bank must be located in the country where the applicant is registered.
5. Tax registration and latest compliance certificate with applicable local authority
6. Key internal policies, including:
   - Anti-money laundering
   - Anti-terrorism
   - Anti-corruption
   - Anti-bribery
— Conflict of interest
— Child and youth safeguarding
— Privacy and data security
— Code of conduct
— Procurement policies
— Accounting policies relating to payments
— Any other policies relevant to the implementation of the proposed program

The requested supporting documents must be scanned copies of originals, with original versions made available on request through registered mail.

Where such documents are not in one of the official languages of the African Union, a translation into English of the relevant parts of these documents, proving the Applicant’s eligibility, must be attached and will prevail for the purpose of analysing the application.

If the abovementioned supporting documents are not provided before the deadline indicated in the request for supporting documents sent to the Applicant by the Contracting Authority, the application may be rejected.

Based on the verification of the supporting documents by the evaluation committee it will make a final recommendation to the Contracting Authority which will decide on the award of funding.

2.5 NOTIFICATION OF THE CONTRACTING AUTHORITY’S DECISION

2.5.1 Content of the decision

Applicants will be informed in writing by Africa CDC of the final decision concerning their application and, in case of rejections, the reasons for the decision.

Applicants believing that they have been harmed by an error or irregularity during the process may file a complaint. Applicants can lodge a complaint addressed to Africa CDC through SLLcomplaints@africa-union.org.

2.5.2 Indicative timetable

<table>
<thead>
<tr>
<th>Event</th>
<th>DATE</th>
<th>TIME*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information meeting (if any)</td>
<td>13.07.2021</td>
<td>1500hrs</td>
</tr>
<tr>
<td>Deadline for request for any clarifications from Africa CDC</td>
<td>09.07.2021</td>
<td>1500hrs</td>
</tr>
<tr>
<td>Last date on which clarifications are issued by Africa CDC</td>
<td>17.07.2021</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for submission of Application Form</td>
<td>30.07.2021</td>
<td>1500hrs</td>
</tr>
<tr>
<td>Information to Applicants on the opening &amp; administrative check (step 1)</td>
<td>03.08.2021*</td>
<td>1500hrs</td>
</tr>
</tbody>
</table>
2.6 CONDITIONS APPLICABLE TO IMPLEMENTATION OF THE ACTION FOLLOWING THE DECISION TO SHORTLIST APPLICANTS FOR FUNDING

Following the decision to shortlist them, the Funding Recipient may be offered a contract with the Contracting Authority, as defined following the conclusion of the Call for Proposals process. All terms and conditions are subject to this final contract and the policies of the Contracting Authority, which will include, but not be limited to, the Contracting Authority’s requirements with respect to reporting, monitoring, recordkeeping, detailed work plans, and budget requirements.

The Call for Proposals is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations.

Applicants should note that if the Contracting Authority does not proceed to conclude an agreement with a successful Applicant, the Contracting Authority may invite the next-best-ranked Applicant to enter into negotiations. There will be no legally binding relationship created with any Applicant prior to the execution of a written agreement.

2.7 IMPLEMENTATION CONTRACTS

Where implementation of the action requires the Funding Recipient to award procurement contracts, it must award the contract to the tenderer offering the best value for money, that is to say, the best price-quality ratio, in compliance with the principles of transparency and equal treatment for potential contractors, care being taken to avoid any conflict of interests.

2.8 ETHICAL PRINCIPLES

2.8.1 The Contracting Authority requires that Applicants, Partners, Subcontractors and Associates observe the highest standard of ethics during the application and execution of such contracts. In pursuance of this policy the Contracting Authority
SAVING LIVES AND LIVELIHOODS
A JOINT INITIATIVE BETWEEN THE AFRICAN UNION, AFRICA CDC, AND MASTERCARD FOUNDATION
TO SUPPORT MEMBER STATES TO ROLLOUT COVID-19 VACCINATIONS

(a) defines, for the purposes of this provision, the terms set forth below as follows:

(i) “Corrupt practice” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

(ii) “Fraudulent practice” is any act or omission including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

(iii) “Collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

(iv) “Coercive practice” is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

(v) “Obstructive practice” is deliberately destroying, falsifying, altering or concealing of evidence material to any investigation or making false statements to investigators in order to materially impede any investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation;

(vi) “Illegal practice” includes support, financial or otherwise, to benefit terrorist groups or individual members of those groups, or for terrorist activities, either directly or indirectly; money laundering; and other misappropriation of assets or financial abuse.

(b) will reject a recommendation for shortlisting of an Applicant if it determines that the bidder recommended for shortlisting has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, obstructive or illegal practices in competing for the contract in question;

(c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded an Contracting Authority’s financed contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, obstructive or illegal practices in competing for, or in executing, a Contracting Authority’s financed contract.

2.9 TERMS AND CONDITIONS

These terms and conditions apply to Applicants’ participation in this Call for Proposals process in any form whatsoever, including, without limitation: (i) submitting a response to this Call for Proposals; or (ii) using the information contained in this Call for Proposals or any supporting documents relating to this Call for Proposals that may be made available by Africa CDC or the Contracting Authority from time to time.

Africa CDC and the Contracting Authority reserve the right to amend, add to or withdraw all or any part of this Call for Proposals at any time. Applicants will remain responsible for all
costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this Call for Proposals process.

2.9.1 Conflict of Interest

Applicants must disclose in their application any circumstances, including personal, financial, and business, that will or might give rise to a real or perceived conflict of interest by taking part in this call for proposals process. This also applies to any Partners, Associates or Subcontractors proposed by the Applicant. Where Applicants identify potential conflicts, they shall state in the application how they will avoid such conflicts. Africa CDC and the Contracting Authority reserve the right to reject any Applicant which, in the sole opinion of Africa CDC or the Contracting Authority, gives rise or potentially gives rise to a conflict of interest.

2.9.2 Confidentiality, Intellectual Property and Use of Documents

The contents of this Call for Proposals and any supporting documents that may be made available by Africa CDC or the Contracting Authority from time to time throughout this Call for Proposals process are confidential and proprietary to Africa CDC and the Contracting Authority and protected by intellectual property rights. This Call for Proposals and such other documents are being made available to Applicants on the condition that each Applicant shall always keep the contents of this Call for Proposals and such other documents confidential and shall not reproduce, distribute or disclose the contents for any purpose, except: (i) to the Applicant’s own employees that have a need-to-know in order to facilitate the Applicant’s participation in this Call for Proposals process; and (ii) where required by applicable laws or regulations.

Nothing in these terms and conditions shall convey to the Applicant any right, title, interest or license in, or to, any trademark, trade name, or any other intellectual property rights of Africa CDC or the Contracting Authority. The Applicant shall not issue any news release, public announcement, advertisement, or any other form of publicity, in any form or content, in connection with this call for proposals or referring to either or both of Africa CDC or the Contracting Authority without first obtaining the written approval of Africa CDC and the Contracting Authority.

If Applicants have any doubts about the disclosure of confidential or proprietary information, Africa CDC and the Contracting Authority recommend that they consult with their legal counsel and take steps necessary to protect their confidential information and intellectual property.

2.9.3 Limitation of Liability and Indemnity

While the information provided in this Call for Proposals and in supporting documents that may be made available by Africa CDC or the Contracting Authority from time to time throughout this Call for Proposals process have been prepared in good faith, the information does not purport to be exact or comprehensive. Neither Africa CDC, the Contracting Authority nor their respective affiliates, officers, directors, employees or other representatives, make any representation or warranty as to the accuracy or completeness of
the information, nor shall they be liable for any loss or damage arising from or in connection with any reliance on such information.

This Call for Proposals process is an opportunity only, and none of Africa CDC, the Contracting Authority or their respective affiliates, officers, directors, employees or other representatives, make any representation or warranty that participation in this call for proposals process in any form whatsoever will lead to any result or commit Africa CDC or the Contracting Authority to any course of action, nor shall they be liable for any loss or damage arising from or in connection with any participation in this Call for Proposals process in any form whatsoever.

By using the information contained in this Call for Proposals or any supporting documents relating to this Call for Proposals that may be made available by Africa CDC or the Contracting Authority from time to time, or by otherwise participating in this Call for Proposals process in any form whatsoever, Applicants hereby agree to indemnify and hold harmless Africa CDC, the Contracting Authority and their respective affiliates, officers, directors, employees and other representatives, from and against any and all claims, liabilities, costs and expenses arising from or in connection with the Applicant’s: (i) breach of these terms and conditions; (ii) negligent act, omission or wilful misconduct relating to this Call for Proposals process; or (iii) failure to comply with applicable laws and regulations relating to this Call for Proposals process.

2.9.4 Consent to Due Diligence

By submitting an application in response to this Call for Proposals, an Applicant and any Partner consents to the conduct by Africa CDC, the Contracting Authority, or their professional advisors or service providers, of due diligence investigations with respect to the Applicant as Africa CDC or the Contracting Authority may in their sole discretion deem necessary. The Applicants acknowledges that any agreement with the Contracting Authority is subject to a satisfactory due diligence review, as determined by Africa CDC and the Contracting Authority in their absolute discretion.

3 LIST OF ANNEXES

Documents to be completed:

| Annex A: GPF Funding Application Form (Word Format) |
| Annex B: APF1 Budget (Excel format) |
| Annex C: Financial Identification |