



Request for Applications (RFA) # 08-00-002

Reproductive Health and HIV/AIDS Education for Secondary School Students

Implemented and managed by Pact Vietnam on behalf of USAID

**Information Session
at Pact Vietnam March 26, 2008**

Session Overview

- Basic information about the program
- Guidance on technical approach
- The RFA process and requirements
- Guidance on budgeting



Program Basics

GOAL: To support MOET to implement the Action Programme on Reproductive Health and HIV/AIDS Prevention Education for Secondary School Students, 2007-2010.

- Funded by USAID (PEPFAR) and managed by Pact
- Time frame: From date of award (approx June 1) to Sept 30, 2010.
- Expect to issue one grant with total expected budget of \$1.275 million, contingent on availability of funding.
 - Initial obligation \$225,000 for period from start until September 30,'08
 - \$500,000 for period October 1 - September 30, 2009
 - Possible additional \$500,000 for period ending September 30, 2010.

Eligibility

Prime applicants can be:

- Local or international NGOs.
- Intergovernmental organizations/public international organizations such as United Nations entities.
- For profit organizations may apply only on a non-profit basis.
- Prime applicants are not required to have a current programming presence in Viet Nam Need.
- VN government agencies & mass orgs are *not* eligible to prime, but *may* be sub-partners

Geographical Coverage

- Program aims to have national scope
- Pilot activities are to be implemented in at least three provinces, two of which must be among:
 - Quang Ninh
 - Hai Phong
 - Ha Noi
 - Ho Chi Minh City
 - Can Tho
 - An Giang
 - Nghe An

Beneficiaries & Targets

- Secondary school (upper and lower) students across Viet Nam
- In the first phase (from start date until September 2009), no set targets for numbers of students reached, numbers of teachers and school administrators trained.

General Program Objective

The overall objective of the AP is to raise awareness and reduce risky practices related to SRH and HIV/AIDS among secondary school students by improving the quality of teaching and learning in SRH and HIV prevention.

→ Build on assessment of existing programming to create state-of-the-art, evidence-based program that brings together effective elements of current curricula into a cohesive program that will set the standard for and be replicated across the country.

Specific Objectives

1. Create an integrated, needs and skills-based learning program to build students' knowledge, skills and safe practices related to SRH/HIV/AIDS, which will be used within regular school curriculum as well as extra-curricular programs/activities.
 - a) Review existing course content and materials, add/revise to improve, as needed
 - b) Create a synthesized, comprehensive, skills-based extra-curricular SRH/HIV/AIDS prevention curriculum
 - c) Develop teaching guidance and materials for the extra-curricular SRH/HIV/AIDS prevention course; and
 - d) Pilot test the formal curricular and extra-curricular programs in at least 3 provinces (2 PEPFAR)

Specific Objectives (continued)

- 2 . Increase the ability of current and future teachers to deliver effective SRH/HIV/AIDS prevention education through development of both pre-service and in-service professional opportunities and resources.
 - a) Help overcome feelings of discomfort among teachers so they can effectively address these sensitive topics
 - b) Review and revise existing materials and/or develop new ones for use in training current teachers in the integrated curriculum program and also in academic programs at pedagogic institutions
 - c) Conduct trainings for teachers in pilot provinces

Specific Objectives (continued)

3. Raise management and coordination capacity through the development of a policy framework enabling MOET to:
 - a) manage and coordinate efforts to integrate SRH/HIV/AIDS topics into existing secondary education curricula and courses
 - b) develop and implement an extra-curricular SRH/HIV/AIDS prevention program for secondary schools
 - c) monitor and evaluate the quality and effectiveness of the program;
 - d) operationalize necessary linkages with other institutions

Notes on Approach

- Aim for program that will be taught as a *stand-alone course* either within or outside regular school classes; but also help MOET improve what is being taught on these topics as part of *existing* courses (e.g., biology and civics).
- Seek ways to engage parents in the SRH/HIV/AIDS prevention program to foster family support and reinforce messages between classroom and home context.
- Piloting of the RH/HIV/AIDS learning program should begin in early 2009

Capacity Building

- Proposed approach must build capacity of local organizations
- INGOS must partner with local NGOs, CBOs, gov't agencies and/or mass orgs.

The RFA process

APPLICATION SUBMISSION:

- **Submit by 5:00 pm Friday April 21, 2008**
- **Must be submitted in English**
- **Follow all formatting and content requirements described in RFA!**
- **ONE document in pdf format**
- **Email to marypw@pactvietnam.org**

QUESTIONS: by email only until, April 11, 2008

Q & A will be posted on pact web site:

<http://www.pactworld.org/cs/asia/vietnam/rfas>

Application Contents

- Executive Summary (max 1 page)
- Technical application (max 15 pages)
- Cost application
- Attachments

Technical application

- **Technical approach** (max 10 pages)
 - Project goals and objectives
 - Discussion of key issues in SRH and HIV prevention education for youth, including discussion of best practices in secondary school based programs
 - Discussion of links with existing coordination mechanisms, other related action plans and governmental efforts
 - Discussion of how the applicant will support MOET to meet the objectives of this program
 - Monitoring and Evaluation Plan
 - Include plans to monitor and document program performance with clearly-defined measures of progress
 - Provide illustrative indicators for pilot
 - Applications must explain clearly how MOET will be supported to design and implement effective monitoring and evaluation systems.

Technical Application Continued

- **Project management** (max 5 pages)
 - Past performance and experience (on HIV/AIDS, Education, work with GVN institutions, etc)
 - Plan for collaborative implementation with MOET, including division of responsibility and presentation of linkages with other partners.
 - Implementation plan/chart, including details for the first phase (from start date until September 30, 2009) along with a narrative description of activities for the subsequent year.
 - Staffing & Management plan/chart
 - Capacity building plan

Cost application

- Budget should cover approximately 16 months (coinciding with period covered by implementation plan, from start until September 30, 2009).
- Must provide:
 - Summary Budget
 - Detailed Budget
 - Budget Narrative

Attachments

- Organizational capacity statement
- CVs for two key personnel
- 3 donor references
- Organizational background questionnaire for prime partner and all funded sub-partners

Evaluation Process

- Initial compliance review
- Two stages of technical review:
 - 1st internal review
 - 2nd review by committee including external experts
- Pact may contact you with questions and/or clarifications as needed
- Pact will check donor references
- Expect to notify winner by May 15

Evaluation criteria

- Program strategy/Technical approach 50 points
- Capacity to deliver 40 points
- Budget/cost realism 10 points

COST APPLICATION

Some details on budgeting...

Summary Budget

- Use the Pact template
- Personnel
 - one line for each person, with level of effort (LOE) – e.g., Project Manager (75%)
- Fringe benefits
 - in line with law – e.g., social & health insurance
 - in line with applicant organization's policies – e.g., education allowance, private health insurance
- Travel
 - one line for domestic, one international
 - all travel costs, e.g., transport, lodging, M&IE
 - international travel will need to be approved by USAID
- Equipment and supplies
 - computers, furniture, stationery, tools for providers, etc.

Summary Budget (continued)

- Monitoring & evaluation
 - All costs associated with M&E, except personnel & travel
- Subgrants & subcontracts
 - One line per grant/contract
 - If grantee/contractor has been identified, include name
 - Applies to contracts for substantial engagement in program (not for translators, materials design)
 - Will require USAID approval
- Other direct charges
 - Other project-related costs not included in categories above (e.g., consultants, meeting rooms, etc.); Operations costs (e.g., rent, utilities, security, email/internet, banking, etc.) charged to the project using a reasonable allocation method
- Indirect charges
 - Use this line only if your organization has a *negotiated indirect cost rate* (NICRA) with the US government; otherwise can direct charge for associated costs using reasonable allocation methodology

Other budget information required

Detailed Budget

- Details each line of the summary budget

Budget Narrative

- Include sections for each budget category
- Provide further explanations for costs not yet well explained by the Detailed Budget

**THANK YOU
AND
GOOD LUCK!**