



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

Reproductive Health and HIV/AIDS Education for Secondary School Students

Date of issue: March 19, 2008

Date of Information Session: March 26, 2008

Due date for Applications: April 21, 2008

Submit applications by email to:
Mary Packard, Consultant RFA Coordinator, Pact Vietnam
marypw@pactvietnam.org

Questions *by email only*: marypw@pactvietnam.org

Deadline for Questions: April 11, 2008

Check the website for updates:
<http://www.pactworld.org/cs/asia/vietnam/rfas>

Issued by Pact Vietnam

Table of Contents

I. PROGRAM OVERVIEW.....	1
A. Purpose	1
B. Program Objectives and Focus	2
II. COUNTRY CONTEXT AND PROGRAM JUSTIFICATION	3
A. Background	3
B. Program Justification	5
III. THE PROPOSED PROGRAM	7
IV. MONITORING, EVALUATION, AND REPORTING.....	9
V. APPLICATION.....	9
A. Eligibility.....	9
B. Administration of the Sub-Grants.....	10
C. Proposal and Budget Requirements.....	11
D. Evaluation Process.....	13
E. Evaluation Criteria	14
VI. REFERENCES.....	16
VII. APPENDIXES	17
Appendix A: Summary Budget Template and Instructions.....	18
Appendix B: Organizational Background Questionnaire	19
Appendix C: Organizational Background Questionnaire	22
Appendix D: Application Checklist	25

Reproductive Health and HIV/AIDS Education for Secondary School Students

I. Program Overview

A. Purpose

The purpose of this Request for Applications (RFA) is to solicit applications for funding from prospective grant recipients. It describes the objectives of the program to be funded; explains the technical area of focus, qualifications required of applicants and criteria for evaluating applications; and provides information on funding, the application format, and other relevant details.

The goal of the program is to support the Vietnamese Ministry of Education and Training (MOET) to implement the Action Programme on Reproductive Health and HIV/AIDS Prevention Education for Secondary School Students, 2007-2010. Implementation of the program described in this RFA is expected to start approximately June 1, 2008 and to continue through September 30, 2010 with a total expected budget of \$1.275 million, contingent on availability of funding.

This program, to be supported by Pact Vietnam with funding from the President's Emergency Plan for AIDS Relief (PEPFAR), is grounded in the comprehensive HIV/AIDS response strategies of both PEPFAR and the Government of Viet Nam; as such, activities must be implemented in a manner consistent with the policies, standards and practices of PEPFAR as well as with policies of the Government of Viet Nam.

The end beneficiaries of this program are secondary students across the country. In the first phase of this program (from start date until September 2009), there will be no set targets for service provision. In the final year of the project, targets may be set for numbers of students reached, numbers of teachers and school administrators trained. These numbers will be negotiated with Pact Vietnam and USAID in consultation with the government counterparts. Although the program is intended to be national in scope, pilot activities are to be implemented in at least three provinces, two of which must be among the following seven Emergency Plan focus provinces: Quang Ninh, Hai Phong, Hanoi, Ho Chi Minh City, Can Tho, An Giang, and Nghe An.

Prime (lead) applicants may be international non-governmental organizations (NGOs), locally registered Vietnamese NGOs or 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. Vietnamese government agencies (such as MOET) and mass organizations are not eligible to apply as prime applicants, but may be included as partners on the applications submitted by eligible organizations.

Applications must be submitted in **English** to Pact Vietnam by 5:00 p.m. April 21, 2008

Subject to the annual availability of funds, a single award totaling approximately \$1.225 million is anticipated, including \$225,000 available for immediate obligation and expenditure over the period from June 1, 2008 - September 30, 2008; \$500,000 for expenditure over the period October 1, 2008 - September 30, 2009; and a possible additional \$500,000 for use over the period October 1, 2009 - September 30, 2010.

Issuance of this RFA does not constitute an award commitment on the part of Pact Vietnam nor does it commit to pay for costs incurred in the submission of an application. Furthermore, Pact Vietnam reserves the right to reject any and all applications, or to award a grant without further discussion or negotiations if it is considered to be in the best interests of Pact Vietnam and PEPFA R.

B. Program Objectives and Focus

The goal of the “*Reproductive Health and HIV/AIDS Education for Secondary School Students*” program is to support the Ministry of Education and Training (MOET) to implement the Action Programme on Reproductive Health and HIV/AIDS Prevention Education for Secondary School Students, 2007-2010. The overall objective of the Action Programme (hereafter, AP) is to raise awareness and reduce risky practices related to sexual and reproductive health (SRH) and HIV/AIDS among secondary school students by improving the quality of teaching and learning in SRH and HIV prevention education in upper and lower secondary schools.

The grantee will provide technical assistance to MOET, in particular the department of Student Affairs, in implementing activities that will result in an institutionalized, comprehensive, government mandated curriculum on sexual and reproductive health and HIV prevention for application in all secondary schools across the nation.

The program objectives are as follows:

1. Create a needs and skills-based learning program for secondary students using an integrated curriculum approach (through existing curriculum courses and through extra-curricular programs/activities) that will improve students’ knowledge, skills and behaviors related to SRH and HIV/AIDS as necessary to safeguard their health
2. Increase the ability of current and future teachers to deliver effective SRH/HIV/AIDS prevention education to their students through both pre-service and in-service professional development and materials development activities
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

II. Country Context and Program Justification

A. Background

Since Viet Nam's first case of HIV was reported in 1990 in Ho Chi Minh City (HCMC), the number of reported HIV infections and AIDS cases has grown rapidly and spread to almost all areas of the country. By the end of August 2004, all 64 provinces in Viet Nam had reported cases (UNAIDS 2006). In 2007, the total number of people living with HIV was estimated by the Ministry of Health to be approximately 293,000. Approximately 40% of new HIV infections occur among young people 15-24 years of age, although this group comprises only 20% of Viet Nam's population (ADB 2008). While Viet Nam remains in the concentrated epidemic phase, with an estimated national adult HIV prevalence rate of 0.53%, prevalence exceeds 1% in some areas.

The Government of Viet Nam's National HIV/AIDS Strategy

In March 2004, the Government of Viet Nam released the *National Strategic Plan on HIV/AIDS Prevention for 2004-2010 with a Vision to 2020*. The strategy provides the vision and plan for a comprehensive national response to the epidemic, calling for mobilization of government, party and community level organizations across multiple sectors. It takes a progressive and proactive approach to reducing drug-related HIV transmission and calls for efforts to diminish HIV/AIDS-related stigma, including de-linking HIV/AIDS from 'social evils' such as drug use and prostitution. It also calls for the development of nine Action Plans, which will constitute operational HIV/AIDS policy. Seven of the nine Action Plans – which cover behavior change communication (BCC), harm reduction, care and support, surveillance, monitoring and evaluation, access to treatment, prevention of mother to child transmission (PMTCT), STI management and treatment, blood supply safety and HIV/AIDS capacity building and international cooperation – have been completed.

The President's Emergency Plan for AIDS Relief (PEPFAR)

Viet Nam is one of 15 focus countries supported by the Emergency Plan, a program of the U.S. State Department under the direction of the Office of the Global AIDS Coordinator (OGAC). In Viet Nam, the Emergency Plan encompasses all U.S. supported HIV/AIDS programs including those of USAID, the Department of Health and Human Services/Centers for Disease Control and Prevention (DHHS/CDC), the Department of Defense (DOD), and the Substance Abuse and Mental Health Services Administration (SAMHSA). In-country support for the Emergency Plan is provided by a team of representatives from each agency under the direction of the U.S. Ambassador to Viet Nam.

The U.S. Emergency Plan Five-Year Strategy supports Viet Nam in building a sustainable, comprehensive national HIV/AIDS control program based on the Viet Nam National Strategy, with a focus on HIV prevention, care and treatment. The

Strategy includes support to multiple sectors in achieving this goal, including the Government of Viet Nam (e.g., Ministry of Health and other ministries involved in HIV/AIDS issues), international and local non-governmental organizations, and mass organizations of the Communist Party. Strategic areas include human capacity development, building sustainable systems, and leveraging the capacities of new partnerships—including those with non-governmental organizations (NGOs) and faith-based organizations (FBOs), and those between the public and private sectors. The programs and interventions proposed in the Emergency Plan strategy are built on principles consistent with Viet Nam's National Strategy, including provision of voluntary, client-centered services, reduction of stigma and discrimination associated with HIV, a focus on comprehensive and high quality services, government ownership of programs, and greater involvement of people living with HIV and AIDS.

Current PEPFAR programs focus on high burden communities including the provinces/urban areas of Ha Noi, Quang Ninh, Hai Phong, An Giang, Can Tho, Ho Chi Minh City, and Nghe An.

Pact in Viet Nam

In October 2004, Pact re-established operations in Viet Nam at the request of USAID, following the identification of Viet Nam as the 15th focus country for the Emergency Plan. Pact Vietnam's primary goal is to contribute to enhancements in the scale, quality and effectiveness of Viet Nam's response to HIV/AIDS, through support of comprehensive prevention, care, support and treatment interventions, and through the creation of a supportive social and policy environment. Pact Vietnam has worked towards the achievement of this goal by providing grants, technical assistance, management support and capacity building services as needed to non-governmental organizations receiving or slated to receive USAID funding for work in a wide range of PEPFAR activity areas, including: prevention; voluntary counseling and testing (VCT); palliative care; orphans and vulnerable children (OVC); antiretroviral therapy (ART); and policy analysis/systems strengthening. Related activities are being undertaken by Pact partners¹ in PEPFAR priority provinces An Giang, Can Tho, Ha Noi, Hai Phong, Quang Ninh, and Ho Chi Minh City and in Khanh Hoa, Binh Duong, Hai Duong, Hung Yen and Vinh Phuc. Pact-supported activities will soon be underway in the new PEPFAR priority province of Nghe An. Pact is also providing technical and financial support to MOLISA to develop a National Plan of Action on Children and HIV/AIDS. Further, Pact will engage in a range of program strengthening initiatives in both behavior change communication and OVC over the coming year, including but not limited to Pact grant recipients.

¹ Current Pact Partners: Abt Associates; Boston University; Academy for Educational Development (AED); Boston University, CARE International; Center for Community Health and Development (COHED); Center for Community Health Promotion (CHP); International Center for Research on Women; Institute for Social Development Studies (ISDS); Mai Hoa Center; Medecins du Monde France; Pathfinder International; Pastoral Care; Population Services International (PSI); Pro-Poor Center (PPC); Save the Children US; STI/HIV/AIDS Prevention Center (SHAPC); Tufts University; Vietnamese Community Mobilization Center for HIV/AIDS Control (VICOMC); World Vision; and Worldwide Orphans Foundation.

The Action Programme on Reproductive Health and HIV/AIDS Prevention Education for Secondary School Students, 2007 - 2010

In March 2007, an Action Programme (AP) for Reproductive Health and HIV/AIDS Prevention Education for the Secondary School System was formally approved by the Ministry of Education and Training (MOET). The AP is a critical document that outlines how Vietnamese youth in secondary schools across the country will be provided with access to accurate, high quality information on HIV/AIDS and have the opportunity to gain skills needed to prevent HIV transmission and other reproductive health problems. The AP is based on global experience and the results from a systematic assessment (conducted by MOET, with support from Save the Children USA, Pact and PEPFAR) of current school-based activities and teacher training regarding HIV education for secondary students in Viet Nam. The assessment report presents a situation analysis of current HIV/AIDS related education policies and programming, and draws on qualitative data from students, parents, teachers and school administrators to identify gaps and needs in this area. The most important recommendation emerging from that assessment is to synthesize currently fractured curricula and activities into a cohesive, single HIV prevention program. Such a synthesis will comprise a crucial step toward operationalizing the AP, and is a central aim of this program.

B. Program Justification

Young people are currently the largest segment of the Vietnamese population, with an estimated 23.8 million adolescents and youth (aged 10-24), accounting for 31% of Vietnam's population—a proportion that continues to increase. Although cultural norms tend to limit discussion on sensitive topics such as sexual practice and drug use, the dramatic social and economic change in Viet Nam and the explosion of mass media have increased young people's exposure to risk activities such as smoking, drinking, drug use and sexual activity. Young people need the opportunity to learn about HIV risk and safe practices so that they can make responsible, healthy choices. This need has become critical given that 62% of Vietnamese living with HIV are between the ages of 13-29 and that 8% of those living with HIV are adolescents of secondary school age (VAAC 2005).

As noted recently by Asia Development Bank President Haruhiko Kuroda, "Young people in Viet Nam bear the brunt of the HIV and AIDS epidemic, and we need to more actively engage them in dialogue so they're better armed with the knowledge and skills that will enable them to protect themselves" (ADB 2008).

While risk practices among Vietnamese youth do not seem widespread, nearly 7.6% Vietnamese youth are sexually active, according to SAVY (2005), a national survey on adolescents and youth. Another study of male students in Hanoi found that 71% who had initiated sex prior to age 20 had purchased sex—one third of them had done so within the previous six months. Risk is amplified due to low rates of condom use in such transactions. A study of male high school students in HCMC found that only half of them reported using condoms during commercial sex.

Drug use is another serious concern for young people. A study in HCMC in 2005 showed that among secondary school students—considered a low-risk group—1.4%

of male students reported having used drugs, while 13.7% of students reported that their friends were using drugs (SCUS 2005).

As these data indicate, young males are an especially important sub-population for HIV/AIDS prevention. Further, many members of high-risk groups, such as commercial sex workers and IDUs, are young. A wide range of programs have been launched by the Vietnamese government as well as non-governmental agencies to address the needs of particularly high risk groups. Some programs specifically target young men, while others seek to meet the needs of young members of high-risk groups. Although these kinds of programs are effective in promoting behavior change among specifically targeted high risk groups, *all* Vietnamese youth live in a context of growing risk and need to have the knowledge and skills necessary to protect their health. Schools represent an important venue for reaching a more broad-based target group of youth.

Global evidence shows that school-based programs play a crucial and effective role in promoting awareness of HIV risk and development of skills to prevent infection among youth generally, particularly programs that focus on practicing skills for delaying initiation of sex, reducing the number of sexual partners and using condoms correctly and consistently (Kirby, D. et. al. 2006; Schenker and Nyirenda 2002).

Viet Nam has a particularly strong educational infrastructure, with most adolescents attending school. UNICEF reports that secondary school enrollment rates are 75% for males and 72% for females (UNICEF 2005).² With high enrollment rates and positive attitudes towards school and teachers reported by students in Viet Nam, there is great potential for the schools to reach effectively large numbers of youth with HIV and reproductive health information. In recognition of this potential, a number of institutions (UNFPA, UNICEF, UNESCO, World Population Foundation and the MOET) have developed and piloted reproductive health and HIV/AIDS curricula for schools. In particular, MOET has recognized the education sector's crucial role in preventing the spread of HIV and safeguarding the health of adolescents and youth. MOET has introduced sexual and reproductive health and HIV/AIDS education into the school system through extra-curricular activities and curricular studies, along with limited teacher training. These initiatives have provided basic knowledge of sexual and reproductive health and HIV/AIDS, and promoted positive attitudes and healthy behavior among students.

To date, however, the MOET initiatives undertaken have been mainly small support projects rather than systematic, unified efforts. Teachers have led activities without the necessary training, skills, and support to lecture effectively on sexual and reproductive health and HIV/AIDS topics (MOET 2007). Despite MOET's commitment to a vision of integrating HIV/AIDS and SRH education into the school system, investments have been limited and results have been weak. An additional problem is a common reluctance on the part of teachers to teach sexual health topics they feel uncomfortable discussing. The lack of coordination and the absence of a policy mandating unified SRH/HIV/AIDS education within the secondary

² The age range for secondary school students, including students in both lower and upper secondary schools and vocational training schools, is 11-18 years.

curriculum have further hindered the implementation of effective SRH/HIV/AIDS programming. The AP specifies a range of shortcomings and difficulties facing MOET as the ministry seeks to operationalize its commitment to SRH/HIV/AIDS education in the secondary schools.

Obstacles relating to policies and systems include the lack of:

- Policy that regulates the teaching of SRH/HIV/AIDS content and allocates specific time to it within the curriculum
- Strategy to mobilize parents and communities
- Monitoring and evaluation systems
- Resource mobilization strategy

Shortcomings and difficulties related to curriculum, teachers and students include:

- Curricula focus on imparting knowledge rather than fostering life skills
- Teaching methods do not promote student participation
- Teachers lack knowledge and comfort needed to teach about SRH and HIV prevention.
- Students tend to be passive and view SRH/HIV/AIDS education as an unimportant 'extra' at school

The overarching problem is the fragmentation of efforts to bring SRH/HIV/AIDS education to secondary schools. Many programs have introduced quality programs and/or tried to address some of these obstacles. But the result has been a disparate and uncoordinated set of initiatives, containing elements of varying effectiveness. The present need is for an innovative, comprehensive, standardized, state of the art program that draws on best practices—locally and globally—and can be taken to scale nationally.

III. The Proposed Program

It is expected that activities under this program will address the needs outlined in the program justification. Building on the assessment of existing programming and objectives outlined in the Action Programme the current initiative will create a state-of-the-art, evidence-based program that brings together effective elements of currently fractured curricula into a cohesive program that will set the standard for and be replicated across the country.

The specific program objectives are to:

1. Create a needs and skills-based learning program for secondary students using an integrated curriculum approach (through existing curriculum courses and through extra-curricular programs/activities) that will improve students' knowledge, skills and behaviors related to SRH and HIV/AIDS as necessary to safeguard their health
2. Increase the ability of current and future teachers to deliver effective SRH/HIV/AIDS prevention education to their students through both pre-service and in-service professional development and materials development activities

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

Several considerations will guide the program's development.

First, global research shows that SRH/HIV/AIDS topics are most effectively taught in the context of separate courses, so the focus of this RFA is the development of a program that will be taught as a stand-alone course either within or outside the regular school classes. However, MOET also seeks to improve the quality of teaching and content on these topics included as part of existing courses such as biology and civics.

Second, drawing from global experience, MOET recognizes the importance of the family in supporting this initiative, so it seeks to identify opportunities to engage parents in the SRH/HIV/AIDS prevention program to foster parental support and to ensure messages provided at home and in the classroom are consistent and mutually reinforcing.

MOET also recognizes that one barrier to effective learning is teacher comfort with sensitive topics, such as sexuality. Capacity building activities should be aimed at helping current and future teachers teach SRH/HIV/AIDS prevention comfortably and effectively.

Applicants should present a carefully designed approach to providing MOET with technical assistance to complete the following and possibly other tasks. For Objective 1, designing a program that integrates SRH/HIV/AIDS prevention education into the secondary school curriculum:

- Review SRH/HIV/AIDS prevention content in existing courses then add and/or strengthen content, as needed;
- Review learning materials for SRH/HIV/AIDS prevention content for existing courses and add to and/or revise, as needed;
- Create a synthesized, comprehensive, skills-based extra-curricular SRH/HIV/AIDS prevention curriculum
- Develop teaching guidance and materials for the extra-curricular SRH/HIV/AIDS prevention course; and
- Pilot test the formal curricular and extra-curricular programs in at least 3 provinces (2 of which must be PEPFAR priority provinces)

For objective 2, building teacher capacity:

- Review and revise existing and/or develop new teacher training materials for the integrated curriculum program;
- Conduct trainings for teachers in pilot provinces;
- Review and revise existing and/or develop new materials for trainee teachers in the integrated curriculum program at pedagogic institutions;

- Review and revise and/or develop new teacher training materials for the extra-curricular program at pedagogic institutions; and
- Integrate the new content into the pedagogic curriculum and academic program.

For objective 3: raising management and coordination capacity:

- Develop a framework for policy on SRH and HIV/AIDS prevention education as a mechanism for MOET to manage and coordinate efforts to integrate SRH/HIV/AIDS prevention into secondary education;
- Develop a monitoring and evaluation system for the program;
- Develop guidance for management staff and improve capacity to implement, monitor and evaluate this program at the central and provincial levels;
- Identify cooperation mechanisms between MOET and other institutions such as MOH, Youth and Women's unions, etc.

A detailed implementation plan should be provided for the first period, from start date until September 30, 2009 along with a narrative description of activities for the subsequent year. The required budgets (summary, detailed, and narrative) should coincide with this period covered by the implementation plan.

As in all Pact-supported programs, local capacity building is a crucial dimension of this program. The applicant should make clear how each aspect of the proposed project will build MOET's capacity to design, implement, monitor and evaluate related programming.

IV. Monitoring, Evaluation, and Reporting

Applications should state clearly how proposed activities relate to the program objectives described in this RFA. All applications must include plans to monitor and document program performance, making it clear how progress will be measured. In the first phase of this program (from start date until September 2009), there will be no set targets, although expected results should be well defined, with specification of inputs and outputs clearly presented. Piloting of the RH/HIV/AIDS learning program should begin in early 2009 and applicants must provide illustrative indicators that will guide implementation. In the final year of the project, starting October 2009, specific targets may be imposed.

Applications must explain clearly how MOET will be supported to design and implement effective monitoring and evaluation systems, with measurable indicators to track success of the program. Pact will also assess progress in relation to program objectives through quarterly progress reports. Further guidance on these reports will be provided once an award is made.

V. Application

A. Eligibility

Prime (lead) applicants may be international NGOs, locally registered Vietnamese NGOs, or 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. Vietnamese government agencies (such as MOET) and mass organizations are not eligible to apply as prime applicants, but may be included as partners on the applications submitted by Vietnamese or international NGOs.

Pact offices/programs are not eligible to apply for grants under this RFA; however, Pact partner organizations are eligible.

Preference will be given to applicants with experience managing multi-year grants of \$500,000 or more. Please note that successful grant winners must commit to initiate implementation within forty-five (45) days of grant award.

B. Administration of the Sub-Grants

Authority

The authority for these awards is found in the Foreign Assistance Act of 1961, as amended, and re-delegated to Pact, Inc. under Cooperative Agreement No. 486-A-00-06-00007-00 with the U.S. Agency for International Development.

Policies and provisions

Awards will be administered in accordance with the USAID policies and procedures. Awards to U.S. organizations will be administered in accordance with 22 CFR part 226, the applicable OMB Circulars and USAID Standard Provisions. To find these regulations and policies see the websites below. If applicants are not able to access these documents via the web, hard copies can be requested from Pact Vietnam.

22 CFR 226 - http://www.access.gpo.gov/nara/cfr/waisidx_03/22cfr226_03.html
OMB Circulars A-122 and A-133 – <http://www.whitehouse.gov/omb/circulars>
USAID Standard Provisions - <http://www.usaid.gov/policy/ads/300/303maa.pdf>

Awards to Non-U.S. organizations will be administered in accordance with the cost principles contained in OMB Circular A-122 and USAID Standard Provisions for Non-U.S. Non-governmental Organizations. These documents are available at the following websites. If applicants cannot access these documents via the web, hard copies will be made available by Pact Vietnam.

OMB Circular A-122 – <http://www.whitehouse.gov/omb/circulars/a122/a122.html>
Standard Provisions - <http://www.usaid.gov/policy/ads/300/303mab.pdf>

Substantial Involvement

Pact Vietnam anticipates exercising the following substantial involvement in working with the applicant to achieve its program objectives:

- Approval of key personnel or any changes therein

- Approval of annual implementation plans and all modifications describing the specific activities to be carried out under the Agreement
- Approval of annual targets, as relevant, and any changes therein
- Approval of annual budgets
- Approval of all sub-awards
- Approval of a branding strategy and marking plan
- Approval of monitoring and evaluation plans and any changes therein
- Approval of all international travel

C. Proposal and Budget Requirements

Pact will hold an information session for anyone interested in this RFA on March 26 at 2:00.p.m. at Pact Vietnam, 37A Xuan Dieu, Tay Ho, Hanoi. Registration for this meeting is not required, but if you plan to attend, please inform Mary Packard, RFA Coordinator, at marypw@pactvietnam.org.

Submission Deadline

Applications must be received by Pact Vietnam no later than **5:00 p.m. on April 21** to be considered for funding. While it is not anticipated that late applications will be reviewed, Pact Vietnam reserves the right to consider any application for review at its discretion. **Email applications to Mary Packard, Consultant for RFA Coordination, Pact Vietnam at marypw@pactvietnam.org .**

Pact will acknowledge receipt to applicants within 2 days of receipt of an application. All applications received by the deadline will be reviewed for responsiveness to the program requirements and compliance with the preparation guidelines provided below. Applications that are non-responsive will not be considered for further review. Application requirements are as follows:

Format

1. In English
2. Typed in a Microsoft Word compatible program, single-spaced with a 12 point font and one inch margins
3. **Saved and submitted as one document in pdf format**, with all sections and appendices collated into one continuous document.
4. Received electronically
5. Labeled with page numbers, the RFA number (RFA 08-00-002) and the name of the applicant organization on every page

Required Content

1. Cover Page with program title; organization name and contact information including address, telephone, fax, and email address
2. Table of Contents
3. Executive summary (**not to exceed 1 page**)

4. Technical application (**maximum 15 pages total**). Within the technical portion, applications will include:

a) Technical approach (**not to exceed 10 pages**) detailing the following:

- Project goals, objectives, types of activities and processes
- Presentation 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
- A monitoring, evaluation and reporting plan
 - State clearly how proposed activities relate to the program objectives described in this RFA
 - Specify inputs, outputs, and outcomes for first phase (from start date until September 30, 2009) and illustrative indicators for following year, with description of how progress will be monitored and evaluated.

b) Project Management (**not to exceed 5 pages**)

- Past performance and experience implementing HIV prevention programs for youth.
- Experience working with government education institutions.
- Experience providing technical support and building local capacity, particularly in the area of youth HIV education.
- Plan for collaborative implementation with MOET, including division of responsibility and presentation of linkages with other partners.
- Implementation plan, which can be in the form of a Gantt chart, for first phase (from start date until September 30, 2009) and narrative description of plans for following year.
- Staffing and management plan
- Capacity building plan

5. Cost application, including summary budget, detailed budget, and budget narrative covering first phase (from start until September 30, 2009).

a) A **Summary budget template and instructions** is attached (Appendix A) and includes the following line items:

- Personnel
- Fringe benefits
- Travel
- Supplies & equipment
- Monitoring and Evaluation
- Proposed sub-awards
- Other direct charges

- Indirect charges (allowed for NGOs with Negotiated Indirect Cost Rates (NICRA) with USAID only)
- b) Applicants are required to submit a **detailed budget** itemizing items included under the summary budget lines above.
- c) Applicants are also required to submit a **budget narrative** that describes any policies or rationale that form the basis of particular line items and calculations which require explanation.

6. Attachments

- a) An organizational capacity statement that demonstrates the applicant's capacity to implement the proposed program (**maximum 2 pages**). The statement should present:
- A brief overview of the applicant's mission and goals and how they relate to the proposed program.
 - Relevant experience in relation to the proposed program and geographic area.
 - Comparative advantage in carrying out this work, such as prior successes in similar endeavors.
 - Key personnel (defined as the staff members *most essential* to the program's management and implementation at senior levels) including the name and a short description of each individual's experience and capacity relevant to the program objectives.
- b) Key personnel CVs (maximum 2).
- c) Reference information for at least three donors with whom the applicant has worked in the past three years in the implementation of a similar program. This shall include the procuring/financing organization, contact name, mailing address, telephone and fax number, e-mail address, award number if available, dollar value of activity, and a brief description of the work, including dates performed. If the applicant has programming experience in Viet Nam, references should relate to these programs.
- d) Completed Organizational Background Questionnaire for prime applicant **and sub-partners** (please refer to Appendix B and C for the appropriate questionnaire for local and international organizations, respectively)

D. Evaluation Process

Pact Vietnam will evaluate applications in keeping with the standards established below.

Pact Vietnam will conduct a preliminary assessment of each application to ensure compliance with all eligibility requirements specified within this RFA. For example, an application could be disqualified if it does not include all items required, or if the

proposed project exceeds the budget limitations. All specified requirements must be met in order for the application to be evaluated fully.

Depending on the number of applications received, Pact Vietnam anticipates conducting a two-round evaluation process. During the first round, an internal review team will assess each application for basic responsiveness to the RFA and technical merits, including relevance to program objectives. Important considerations at this stage include whether the project concept is realistic and consistent with the budget. Pact Vietnam may also conduct past performance checks. Only the strongest overall applications will advance to the second round.

In the second round, a technical review committee composed of Pact technical staff, USG staff and other experts will then evaluate applications based on the criteria below, and will make recommendations for funding. Pact Vietnam will chair and direct the review process. If the committee has questions related to an application, Pact will contact the applicant for responses.

E. Evaluation Criteria

Applications will be evaluated in accordance with the technical evaluation criteria set forth below, which have been tailored to the requirements of this RFA. A total of 100 points are possible. The relative importance of each criterion is indicated by the number of points it is assigned. Applicants should note that these criteria: (1) serve as the standard against which all applications will be evaluated, and (2) serve to identify the significant matters applicants should address in their proposals.

Program Strategy/Technical Approach	50 points
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- Excellence and feasibility of design
- Linkages with partners including GVN
- M & E plan

Capacity to deliver	40 points
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- Management approach
- Key personnel
- General Organizational Experience
- Specific Experience Implementing similar programs
- References

Budget/cost realism	10 points
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The information and/or questions outlined under each bulleted scoring criterion below are intended to inform the scoring process broadly; each will not be individually scored or equally weighted. An award will be made to the applicant whose application offers the greatest value, cost and other factors outlined below.

Program Strategy and Technical Approach	50 points
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Excellence and feasibility of design. Reviewers will evaluate the overall quality and feasibility of the program design. A strong technical design will include:

- Solid understanding of key issues related to sexual & reproductive health education for youth.
- Discussion and analysis of best practices related to integration of HIV prevention into school curricula
- Evidence based plans for activities that are responsive to the objectives of this RFA.
- Proposed activities that are relevant and feasible in the Viet Nam/MOET context
- Functional linkages to and synergies with existing PEPFAR and other donor-supported HIV prevention programming with youth and other Government of Vietnam youth-focused HIV prevention policies and programs.

Monitoring and Evaluation Plan. Reviewers will assess two aspects of M&E:

- Clarity, relevance and feasibility of plan for monitoring progress; should include specific inputs and expected results for first phase (through September 2009), including pilot
- Approach to supporting MOET to develop a feasible and appropriate M&E system for the HIV prevention program and to conduct sustainable M&E

Capacity to Deliver	40 points
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Management approach. Reviewers will consider the overall plan for managing the project, including staffing and expertise, systems for collaboration, implementation plans, and clarity of linkages between the proposed approach and intended outcomes. Factors to be considered include:

- Technical skills and experience of proposed key personnel in HIV/AIDS education and related programming, including curriculum and teaching aids development, training systems, monitoring and evaluation systems
- Experience of key personnel working in Viet Nam or similar epidemic and/or cultural environments
- Experience working with government ministries of education
- Complementarity of the staffing plan and proposed personnel, appropriateness of proposed staff for activities
- Sufficient level of effort designated to the program to carry out the scope of work
- Demonstration of how the proposed management structure and approach will ensure program effectiveness
- Clear and comprehensive implementation plan
- Realism of implementation plan, inputs, and outputs; feasibility within the proposed budget and timeframe
- Clarity of overall organizational structure and relationships, including mechanisms of engagement with MOET (specify departments)
- Linkages with other PEPFAR and other relevant donor supported programs
- Potential for rapid mobilization post-award

Key Personnel. The key personnel proposed for the project will be evaluated on the basis of:

- Experience working on similar projects
- Appropriate technical skills
- Experience in Viet Nam or elsewhere in Southeast Asia, or other background that demonstrates their ability to work effectively in the Viet Nam context

- Demonstrated networks with MOET and other key stakeholders in Viet Nam—or proven ability to develop such networks

General Organizational Experience. The applicant's past performance will be evaluated to assess the overall quality of its performance in the past, with a focus on the following areas:

- Quality of service (including consistency in meeting goals and targets, effectiveness in solving problems);
- Cost control (including forecasting costs as well as accuracy in financial reporting)
- Timeliness of performance (including adherence to schedules and ability to make prompt decisions and ensure efficient operation)
- Effectiveness of key personnel
- Experience coordinating diverse activities that produced documented results
- Results in program monitoring and evaluation.
- Demonstrated capacity to develop an effective system for managing sub-awards, or any other method proposed for engaging other organizations, as needed, in the conduct of the program
- Prior work in Viet Nam or similar environments.

References will be checked to assess applicant's past performance based on the factors listed above.

Specific experience implementing similar programs. The review committee will consider the applicant's (and partners') demonstrated experience in delivering similar services (related to school-based HIV prevention education) and other closely related interventions. Evaluation will be based on documented results and the same factors listed above for general experience.

Budget/Cost Realism	10 points
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The application will be evaluated based on the realism of proposed costs, including program vs. administrative costs. The budget should be in keeping with applicable Cost Principles and USAID regulations and policy (see page 10 for web references). The total budget will be evaluated for reasonableness and realism as it relates to the proposed program description. The overall budgetary competitiveness of the application may be determined based on a ratio of program vs. administrative costs and on cost per beneficiary served.

VI. References

ADB (2008) *ADB President Discusses HIV/AIDS Prevention with Vietnamese Youth*. 20 Feb 2008. ADB web site <http://www.adb.org/Media/Articles/2008/12401-vietnamese-aids-prevention>

Family Health International (2007). *A²: Analysis and Advocacy: The HIV Epidemic in Ho Chi Minh City; Where is it Going?* Hanoi, p. 25.

Kirby, D. et. al. (2006) *Sex and HIV Education Programs for Youth: Their Impact and Important Characteristics*. Washington, D.C.

Nguyen, M.T., Vu, T.H., and Blanc, M.E. (2002b). *Sexual behavior related to HIV/AIDS: commercial sex and condom use in Hanoi, Vietnam*. Asia Pacific Population Journal 17: 41-52.

MOET (2007). *Action Programme on Reproductive Health and HIV/AIDS Prevention Education for Secondary Students, 2007-2010*. Hanoi.

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Schenker, I and Jenny M. Nyirenda (2002). *Preventing HIV/AIDS in Schools. Educational Practices Series-9*, International Academy of Education. Geneva.

UNAIDS (2006). *2006 Report on the Global AIDS Epidemic*. Geneva: UNAIDS, 2006.

SAVY (2005). *Survey Assessment of Vietnamese Youth*.

UNICEF (2005) *At a glance: Viet Nam* www.unicef.org/infobycountry/vietnam-statistics.html .

U.S. Department of State (2006). *PEPFAR Country Profile for Viet Nam: 2006*. Accessed online at: <http://www.state.gov/documents/organization/61632.pdf#search=%22Emergency%20Plan%20vietnam%22>.

VII. Appendixes

- A. Summary Budget Template and Instructions
- B. Organizational Background Questionnaire for Local Organizations
- C. Organizational Background Questionnaire for International Organizations
- D. Application Checklist

Appendix A: Summary Budget Template* and Instructions

Organization:

Project title:

US\$1 = _____ VND

Line Item Categories*	TOTAL
Personnel <i>(list each separately with LOE)</i>	
Fringe Benefits	
Travel <i>(separate lines for international, regional, domestic)</i>	
Equipment and Supplies	
Monitoring and Evaluation	
Sub-awards <i>(list each separately)</i>	
Other Direct Charges	
Total Direct Charges	
Indirect Charges* <i>(see instructions)</i>	
TOTAL	

Make sure all amounts are correct and in US dollars. Please include the current USD to VND exchange rate.

Indirect Charges - only include as a percentage of direct costs if organization has an approved Negotiated Indirect Cost Rate Agreement (NICRA) and/or an audited overhead rate by a major auditing firm.

A DETAILED BUDGET and BUDGET NARRATIVE describing all costs are also required, and may follow applicant's preferred format.

*An excel template of this budget may be requested from Pact by contacting Mary Packard, RFA Coordinator, at marypw@pactvietnam.org

Appendix B: Organizational Background Questionnaire

LOCAL ORGANIZATIONS

Directions: Request electronic version of this document from Mary Packard at: marypw@pactvietnam.org. Complete form electronically and submit with application.

RFA Number: # 08-00-002

Organization Name: