

## **Request for Proposals (RFP) to Expand Consequential Geographies Work to 6 Additional Local Government Areas (LGAs) in Niger State, Nigeria – Questions and Answers from Possible Applicants**

### **Eligibility**

- 1. Does the requirement that the applying organization be a "Civil Society Organization (CSO) based in Nigeria" refer to non-governmental organizations (NGOs), as most development organizations in Nigeria are considered to be NGOs?**

*Yes, this does include non-governmental organizations.*

- 2. Organizations and individuals with the experience on immunization can support the work even if they are not based in Nigeria, right?**

*The organization has to be based in Nigeria.*

- 3. We have seen on the website that the timeline for submission has been extended to November 3<sup>rd</sup>. We would like to confirm if this information is correct, and if proposals submitted between October 26<sup>th</sup> to November 3<sup>rd</sup> will also be given consideration.**

*The proposal due date has been extended to November 3rd, 2024, and all proposals submitted by November 3rd will be considered.*

### **Completing the TFGH work plan and budget template**

- 4. The submission information states that "Interested CSOs should submit their proposal using the provided proposal template." Kindly clarify if the "proposal template" refers to the "Work Plan and Budget Template" included in the RFP, or if there is a separate template for the proposal narrative.**

*The proposal template is the workplan and budget template, no additional form will be required.*

- 5. Is there a separate proposal (narrative) template, or should we utilize the Excel template that combines the work plan and budget?**

*The proposal template is the workplan and budget template, no additional form will be required.*

- 6. We assume that since a technical narrative template was not listed, that the submission requires only a workplan and budget template?**

*A separate technical narrative is not required, but please provide a summary of the project in the 1. Project Details tab, and provide budget assumptions and justifications for each line item in the budget tab.*

- 7. The budget template has a structure that allows one to cost across different categories such as supplies etc, can we make modifications to the workplan and template, and also add additional columns to provide further context or we should just work with the structure provided?**

*You can add columns and line items to the template to better fit your proposed activities. You can also modify the categories (i.e. supplies, travel, etc.) to better fit your proposed activities.*

- 8. The third step in the Workplan development guidelines states, "2-3 projects with 3 activities and 3 deliverables for each project are optimal to manage during the project period. Additional activities may be reviewed on a case-by-case basis." Please clarify if this means that only 2-3 thematic areas should be included in the workplan, with 3 activities and 3 deliverables under each?**

*This is a general suggestion but due to the funding level you can add more activities if necessary to complete the work, if you are able to complete the deliverables during the project timeline.*

- 9. regarding the Work Plan Development section in the TFGH Work Plan and Budget Template, we would appreciate further information on the requirement for 2-3 projects, each with 3 activities and 3 deliverables. Is this number optimal for managing the project effectively, or can additional activities be considered on a case-by-case basis?**

*Due to the funding level, you can add more activities to reach the goals of the project. The guidance was a suggestion but can be adjusted as needed.*

- 10. Are the CSOs the one to procure the vaccine to be used or there's a provision already for the vaccine by the hosting organization?**

*Vaccines will be procured by the MOH and the funds for vaccines do not need to be included in the budget.*

**11. It's stated that the location for the vaccination will be 6 local government from Niger State, please what are the local governments involved in order to give insights on preparing the budget for each of the locations.**

*The LGAs have not been identified but the selected partner will work with the MOH to determine the appropriate LGAs to target for vaccination.*

**12. Are applications expected to address all proposed key activities, or can they focus on some while omitting others?**

*The workplan and budget does not have to address all activities, but you should select activities that you can implement that strengthen immunization services and contribute directly to reducing the zero dose burden in the LGAs.*

**13. Can we propose a collaboration with another CSO?**

*Yes, you may propose a collaboration with another CSO, and please detail this in the workplan/budget.*

**14. The requirement for CVs of key staff and an organizational structure, is this specific to the key staff on the submission or entire organizational structure.**

*Please provide CVs of key staff on the proposed project, but an organizational structure of the entire organization.*