



RFA Information

Issue Date	December 12, 2017
RFA Number	2018-29
RFA Name	Policy Communication Fellows Partnership
Ceiling Amount	\$30,000
Point of Contact	Marissa Yeakey, myeakey@prb.org

Due Dates

Questions Due	5:00pm EST on December 22, 2017
Applications Due	5:00pm EST on January 11, 2017

Request for Applications

Overview

The Population Reference Bureau (PRB) requests applications from eligible organizations interested in partnering with PRB to implement the Policy Communication Fellows Program. This work will take place under the Policy, Advocacy, and Communication Enhanced for Population and Reproductive Health (PACE) project, funded by the United States Agency for International Development (USAID).

PRB anticipates entering into a subaward with the successful applicant.

Issuing this RFA does not constitute a commitment for PRB to issue a subaward, nor does it commit PRB to pay for costs incurred in the preparation and submission of an application.

Qualifications and Eligibility

PRB seeks applications from organizations that meet the following qualifications:

- *Technical expertise.* Experience in both research and policy advocacy, preferably in the areas of family planning, sexual and reproductive health, gender, or demography. Personnel with relevant expertise and experience. Connections with domestic policy experts and academicians and preferably also in the geographic region.
- *Institutional Capacity.* Managerial, financial, and administrative experience and capabilities to organize and provide logistical support for projects like the Summer Institute.
- *Location.* Based in anglophone Africa with local representation in a major city that is easily accessible for regional air travel.

To be considered eligible for award, the applicant organization must additionally be registered or otherwise legally authorized to do business in the country in which the Summer Institute would be hosted. In addition, the applicant must be prepared to accept an award issued in accordance with USAID

Standard Provisions for Non-U.S. Nongovernmental Organizations¹ and either have or obtain a DUNS number before award².

Application Instructions

Interested organizations must submit a completed copy of Attachment A by the application due date and time listed on the first page of this RFA. Applications must be sent via email to the point of contact identified on the first page and include “RFA Number 2018-29” in the subject line.

Section 2 (Technical Expertise and Institutional Capacity) may not exceed two (2) single-spaced pages in length using Arial font no smaller than 10pt. Personnel CVs do not count towards the page limit.

Questions regarding this application will be accepted until the question due date and time listed on the first page of this RFA.

Scope of Work

Background and Objective

The Policy Communication Fellows Program seeks to train the next generation of leaders, shaping policy in their countries, to bridge the gap between research findings and the policy development process. The program trains doctoral students from developing countries to effectively communicate research to a nontechnical audience.

PRB has facilitated the Policy Communication Fellows program for the last 30 years, with close to 400 alumni to date. Recognizing the wealth of expertise and experience that exists in the Global South, the program has undergone a redesign process to bring participants closer to the communities they seek to impact in the future. This new era of the program hosts the fellowship in a sub-Saharan African country to allow for greater South-South collaboration and knowledge exchange. Fellows connect with local research and advocacy experts and learn, firsthand, relevant advocacy priorities and policy landscapes. The Policy Fellows program is committed to providing an enriching, cutting-edge experience for participants that reflects the diverse and constantly evolving landscape of policy and communications.

Under this new program model, PRB is looking for an organization based in an anglophone African country to partner with PRB to co-host and carry out the program. The new program model also serves to build institutional capacity to host future policy communication trainings based on PRB’s Policy Communication Toolkit³.

Scope of Work

PRB and the partner organization will collaborate to co-facilitate a week-long workshop in the summer of 2018 with 10-12 doctoral students (Summer Institute). The partner organization will also contribute to selection and mentorship of the program fellows. Specific responsibilities include:

¹ Available under <https://www.usaid.gov/sites/default/files/documents/1868/303mab.pdf>. USAID standard provisions include the “Protecting Life in Global Health Assistance” clauses (formerly known as Mexico City Policy). PRB will require the successful applicant to sign a certification of compliance.

² DUNS numbers can be obtained at no charge at <https://fedgov.dnb.com/webform>.

³ Available under <http://thepaceproject.org/our-results/building-champions/policy-communication-toolkit/>.

- Participate in reviewing all complete applications from potential fellows and serve as a member of the selection committee.
- Help adapt the training curriculum to the local context.
- Identify and arrange three guest speakers to participate in individual training sessions. (Includes all associated payments such as honoraria and travel.)
- Arrange and organize a site visit for policy fellows and facilitators to a local institution involved in the policy-making process (such as a Ministry of Health). (Includes all associated payments to vendors.)
- Facilitate individual sessions at the Summer Institute and participate in all other sessions.
- Organize the logistics for the Summer institute and provide on-the-ground logistics support throughout the Summer Institute. This includes hosting a weeklong training in a suitable conference or training space, coordinating meals, arranging hotel accommodations, and coordinating car transportation, as needed. PRB will cover international travel costs for participating fellows.
- Provide virtual mentorship and skill-building to 3-4 Fellows throughout the fellowship. This will include participation in pre- and post-Summer Institute webinars (approximately 5 webinars total), facilitation of sessions during the Summer Institute, review of post-workshop assignments after the Summer Institute (12-16 responses total), and ongoing professional guidance and mentorship to Fellows.

Timeline

This project covers a period of about 8 months, with the following tentative timeline.

Subaward Start Date	February 2018
Fellows Selection	March 2018
Pre-Institute Webinars:	April-May 2018
Summer Institute:	June 2018
Post-Institute Webinars and Mentorship:	July-September 2018

Depending on funding, the Policy Communications Fellows Program may be extended through December 2018. In this case, PRB would issue a follow-on award to the partner organization to allow for their continued role.

Attachment A. Application

Section 1 – Applicant Information

Full legal name of organization	
DUNS number, if available	
Mailing address including country name	
Physical address, if different from mailing address	

Primary point of contact

Name	
Title	
Email address	
Phone number	

Person with authority to contract for the applicant organization (if different from primary point of contact)

Name	
Title	
Email address	
Phone number	

Section 2 – Technical Expertise and Institutional Capacity (maximum 2 pages)

1. *In which city and country do you propose to host the Summer Institute?*

2. *Please describe your organization’s expertise in using research to inform policy advocacy with special reference to health and family planning. Please support general statements with specific examples and describe your organization’s specific contribution to the process.*

3. *Please name three academicians or policy experts who you would propose to be guest speakers for the Summer Institute. Please also describe how you have worked with the individuals in the past.*

4. *Please provide the name of the individual who would lead the project for your organization and supporting documentation:*
 - a. *List his/her qualifications to lead the effort;*
 - b. *Provide an estimate of the number of days he/she would devote to the project;*
 - c. *Describe his/her position in your organization; and*
 - d. *Provide a current resume for the individual. You may also include resumes for other individuals who would support the project.*

5. *Please describe how a partnership with PRB would align with your organization’s mission, including how your organization could benefit from this work in the long term.*

6. *Please describe your organization’s managerial, financial, and administrative experience and capabilities to organize and provide logistical support for projects like the Summer Institute.*

7. *Please present no more than three similar projects your organization has implemented in the past using the template provided below*

Project Name	Project Implementation Years	Funder	Activities and/or Deliverables Related to Policy Research or Advocacy	Contact Person with Funder

Section 3 – Budget

In the following space, please provide a budget by major line item (for example, salary, fringe benefits, travel, consultants, etc.). PRB will request a detailed budget with budget narrative from the successful applicant and may request revisions based on its review of the necessity, reasonableness, and allowability of individual costs. Templates are available upon request.

Section 4—CVs of Key Personnel

Please attach CVs of key personnel who will likely participate in this activity. PRB is interested in reviewing the qualifications and experiences of policy and research expert staff who will serve as facilitators and mentors for the fellowship program.