

REQUEST FOR PROPOSALS

Enhancing Local Health Capacity to Serve Afghan Refugee, Immigrant, Migrant Communities Consultant

Applications must be submitted electronically by **5:00 p.m. Eastern Standard Time on Friday, October 13, 2023**

Background

The National Association of County and City Health Officials (NACCHO) is the voice of the nearly 3,000 local health departments (LHDs) across the country. These city, county, metropolitan, district, and tribal departments work to protect and improve the health of all people and all communities. NACCHO provides capacity-building resources that support LHD leaders in developing and implementing public health policies and practices to ensure communities have access to the vital programs and services that protect them from disease and disaster.

In partnership with the University of Minnesota National Resource Center for Refugee, Immigrants, and Migrants ([NRC-RIM](#)), NACCHO is pleased to offer a funding opportunity to a consultant to provide training and technical assistance to **build capacity of LHDs and CBOs to effectively collaborate with Afghan refugee, immigrant, and migrant communities for improved Afghan community public health.**

Project Background

Due to the humanitarian crisis in Afghanistan, tens of thousands of Afghan refugees are rapidly arriving in the United States. Upon arrival, these communities need access to ongoing, wraparound services to address their physical, behavioral, and social needs. Health agencies must be prepared to provide culturally competent health services in Dari, Pashto, and Farsi, as well as linkages to social and other services. As an influx of Afghan refugees continue to arrive in the United States, local organizations that have not historically served this demographic need to expand their services to meet the growing demand for culturally competent Afghan social services.

As chief health strategists for local jurisdictions, LHDs, and CBOs can build and coordinate a network of partners, and act as entry points for Afghan refugees to a wide range of needed community based and governmental services. To ensure streamlined access to a continuum of culturally and linguistically competent public health services for Afghan populations, LHDs and CBOs need strong and sustained community engagement and outreach structures, effective linkage and referral relationships with diverse community partners, experienced human resources drawn from the communities they serve, and planning, evaluation, and financial management capacity.

Description and Availability of Funds

NACCHO will award **up to \$75,000 to a consultant** or firm to support funded LHDs and CBOs to conduct resource and network mapping, community, and partner engagement, and develop a

subsequent implementation plan to expand, tailor and adapt their services and resources to effectively reach current and future Afghan populations in their communities. As well as to identify successes, challenges, and lessons learned in these mapping and planning processes and disseminate to other jurisdictions. The consultant will work with NACCHO staff to:

1. Provide participating LHDs and CBOs with training, technical assistance and resources to improve understanding of how they can better prepare for and respond to existing and emerging needs of Afghan populations in their community.
 - Lead 1:1 trainings, workgroups, and technical assistance on conducting community mapping, strategic planning, and tailoring LHD/CBO services to effectively reach Afghan communities and address existing and emerging Afghan population needs.
 - Assist each program site map existing and potential Afghan community resources, including community engagement and outreach structures, linkage and referral relationships with diverse community partners, and identification of experienced human resources drawn from the communities they serve.
 - Support sites identify gaps in Afghan community resources.
2. Assist LHDs and CBOs in creating a detailed short-term and long-term strategic plan on how to address identified gaps in resources serving Afghan populations.
 - Support each program site construct sustainable community service networks responsive to Afghan population needs.
 - Support organizations identify key staff roles and responsibilities, training of future staff, ongoing utilization of tailored approaches and resources to reach Afghan communities.
3. Work closely with NACCHO and partners to establish processes for data aggregation, analysis, and dissemination.
 - Gathering input (successes and challenges) from the program adoption and adaptation process and dissemination to other LHDs and CBOs
 - A cumulative final report that demonstrates lessons learned and process recommendations.

Eligibility and Contract Terms

Eligibility is limited to individual/s with lived experience as an Afghan refugee, immigrant, or migrant, and expertise in capacity building, service provision to Afghan communities (understanding of population specific approaches and needs), a focus on evidence-based practices, and a background in hands-on workshop facilitation. Projects will begin on the date of contract execution. NACCHO will pay the consultant upon receipt of deliverables per the payment schedule identified in the scope of work contained in the contract. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary. NACCHO standard contract language can be found [here](#) if needed.

Project Expectations and Requirements

This project seeks to build capacity of LHDs to effectively collaborate with Afghan refugee, immigrant, and migrant communities and CBOs for improved Afghan community public health. Awardees will be expected to engage in technical assistance and identify resources to enhance existing funded LHD/CBO partnerships to further support the collaborative development of a short-term and long-term strategic plan to address the unique needs of Afghan communities.

Proposal Outline

Applicants should submit a brief proposal that includes the following components as separate attachments:

A. **Project Narrative (Word)** that includes:

- A description of the consultant's knowledge and experience in organization capacity building, service provision to Afghan communities (understanding of population specific approaches and needs) and community engagement (**1 page maximum**).
- The names and roles of the primary staff and any other significant contributors to this project, including qualifications (resumes or CVs).

B. **Line-Item Budget (Excel) and Budget Narrative (Word) description of costs**, not to exceed \$75,000 over a 12-month period, using the templates provided.

- Examples of possible costs to include are personnel costs (number of staff, percent effort to the project and annual salary/wages or hourly fees of all personnel), funds to be provided to other consultants/firms working on project, and other costs associated with the development and provision of technical assistance (e.g., supplies, travel, etc.).
- Please review the Budget Guidelines tab in the budget file for a list of unallowable costs.

C. **Project Scope of Work (Word)**, that includes proposed Activities/Outputs, Deliverables, and Timeline (**1-page maximum**)

- The scope of work should be realistic and describe proposed activities and outputs as well as timelines for completion of activities over a 12-month project period.
- Please use the table below as a format for developing the scope of work.
- Applicants may add as many deliverables as needed within the maximum budget envelope.

Deliverable #	Description of Activity/Output	Completion Date
Deliverable 1		
Deliverable 2		
Deliverable 3		
Deliverable 4		
Deliverable 5		
Deliverable 6		

D. **Administrative and Financial Forms**, signed and dated within the last six months where applicable, including:

- [NACCHO Vendor Form](#)
- [W9](#)
- [Certification of Non-debarment](#)
- [FFATA Form](#)

- Proof of an active registration with [SAM.gov](https://sam.gov) (PDF or screenshot showing applicant's unique entity identification number)

NACCHO Contact and Responsibilities

NACCHO staff will oversee the contract and serve as the contact for the consultant. Other NACCHO responsibilities include:

- Provide background information, as appropriate
- Review all materials, in draft form, and recommend revisions
- Serve as liaison for external partners

Selection Process

Each application will be reviewed and rated on the following elements:

- **Applicant Capacity and Expertise:** Applicant has clearly documented evidence of their (and that of the proposed project staff) subject matter expertise and experience in the proposed content area; previous work and projects in the subject area and with the intended audiences are required.
- **Project Scope of Work:** The proposed scope of work, deliverables, and timelines are realistic and appropriate for achieving the project objectives.
- **Budget:** The proposal includes a detailed, line-item budget and budget narrative justifying the proposed expenses; the expenses are appropriate for the purposes of the deliverables and are cost efficient.

Deadline/Staff Contact

Submissions must be sent over email by the deadline of **5:00pm, Eastern Standard Time on Friday October 13, 2023**. Decisions will be made, and applicants will be notified of their selection status, no later than **Friday October 27, 2023**.

Submit proposals, with all required components as separate attachments to: RIM@naccho.org.

Any work products created by this contract will be co-owned by NACCHO & Consultant.

Please note that submission of a proposal is a statement of acceptance of NACCHO's [standard form contract](#). If any items cannot be accepted, these issues need to be resolved prior to submitting a proposal. This solicitation and selection of award will be contingent upon the receipt of the extension/amendment of NOA P008774108, dated 10/01/2022, from The University of Minnesota. Recognizing the urgency and lengthy process of bid selection, NACCHO is issuing this solicitation while waiting for the issuance of NOA extension/ amendment, however, NACCHO reserves the right to not to move forward with making any selection of awardees and terminate this solicitation if the potential source of funding was cancelled, the requirements of the provided funding has changed or NACCHO was omitted from the issuance of the said NOA extension/ amendment. This solicitation is not a firm offer-acceptance process. NACCHO will not cover any proposal costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the response to this solicitation.