

Request for Application # 2018-026

DIGITAL SQUARE

“NOTICE C – OPEN CALL FOR GLOBAL GOODS”

I. Summary of deadlines:

Release of Request for Applications	June 25, 2018
Q&A Call	June 28, 2018 & July 9, 2018
Q&A Responses Posted to Wiki	July 13, 2018
Letters of Interest/Concept Notes Due	July 20, 2018
Notification of in-scope concepts	July 30, 2018
Full Proposals due	September 18, 2018
Notification of selected applicants	December 6, 2018

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is the leader in global health innovation. An international nonprofit organization, we save lives and improve health, especially among women and children. We accelerate innovation across five platforms—vaccines, drugs, diagnostics, devices, and system and service innovations—that harness our entrepreneurial insight, scientific and public health expertise, and passion for health equity. By mobilizing partners around the world, we take innovation to scale, working alongside countries primarily in Africa and Asia to tackle their greatest health needs. Together, we deliver measurable results that disrupt the cycle of poor health. Learn more at www.path.org.

III. Project Background

A. Digital Square Call for Applications

Digital Square is a partnership of the world's leading digital health experts and organizations working together with countries to strengthen digital health systems in emerging economies. Our aim is to help strengthen national digital health systems by coordinating investments into scalable technology solutions and creating an environment in which they can be sustained. By helping to coordinate donor investments we can maximize their impact. Funding for digital health global goods has not been coordinated across donor agencies and other digital health investors resulting in duplicative investments and limited reuse of existing digital health tools. These investments are typically short-term, volatile, and targeted at country-specific programmatic activities. This places an undue cost-burden on those programs and hampers long-term strategic planning, development, and productization of these global goods. It is an

unsustainable and ineffective approach to improving health outcomes at the level needed to achieve the Sustainable Development Goals and Universal Health Coverage. Digital Square, which was launched to address these challenges, is a PATH-led initiative funded and designed by USAID, the Bill & Melinda Gates Foundation and others.

With regards to global goods, Digital Square focuses on the following activities:

1. Securing investment to increase the resilience, reuse, and sustainability of digital health global goods, which will ultimately reduce the cost of individual digital deployments while also increasing the effectiveness and impact of those deployments.
2. Development of, and advocacy for, the adoption of common metrics to compare and prioritize future investments in global goods.
3. The establishment of efficient governance processes and financial mechanisms, building trust in, and additional resources for, global goods.

We are also working with partners to create digital market readiness by building capacity with governments, local technology developers, and health workers to bring these technologies to scale. This RFA is published with activity 1, above, in mind.

B. Proposed Project timeline

PATH anticipates that awards will begin upon signature and end by January 30, 2021. In addition to project specific deliverables based on individual scopes of work, PATH will require submitters to provide quarterly narrative and financial reports to support their work.

IV. **Concept note and full application requirements**

PATH is requesting applicants to provide a Concept Note (details under section A. Concept Note Requirements) after which determinations will be made based on the evaluation criteria to showcase which concepts are “in-scope.” At that juncture, in-scope applicants will be invited to provide Full Applications (details under section B. Full Application Requirements). The Full Application also requires financial details (please see C. Financial Requirements for further information).

Digital Square is accepting applications for investments in existing digital health software tools to support progress against the [Global Goods Maturity Model](#). Investments funded through this call for applications will support existing global goods to ensure they are properly resourced.

Minimum Requirements to be considered a Global Good include the following:

- Existing software that has been deployed in three or more low or middle income countries.
- Be a global public good¹. Software tools will be considered a global public good if either:
 - The source code is made available under Open Source Initiative approved software license²; or

¹ http://www.who.int/trade/distance_learning/gpgh/gpgh1/en/index1.html

² <https://opensource.org/licenses>

- The software is freely accessible and adheres to the Open Definition³ for access to data.
- Software has been applied to a health domain.

Examples of investments that will be made available through this call for Applications include (but are not limited to):

- Supporting the development of significant new functionality of a digital health software tool according to an identified and well-articulated need.
- Providing ongoing support for software maintenance of a digital health software tool.
- Supporting the community and ecosystem of resources (improved documentation, tutorials, etc.) needed to facilitate the adoption and use of a digital health software tool.
- Supporting ongoing development of features of a digital health software tool which are identified as priorities through existing robust community lead processes.
- Supporting the establishment of an organizational home for a digital health software tool.
- Adding new features to enable different business models which broaden the revenue base of a digital health software tool.

The following will be considered out-of-scope, and therefore make the Application ineligible for funding:

- Investments in country implementations or adaptations intended for country-specific deployments.
- Investments that are not applicable outside of one health program area.

Currently, USD800,000 of funding has been identified from which several awards are expected to be made.

- A. Concept Note Requirements: To be eligible for funding through Notice C, your concept note must include:
- 1) **Executive Summary (2-3 paragraphs):** Describe the context of the project and the expected outcomes. Tailor language to a non-technical audience.
 - 2) **Consortium Team (2-3 paragraphs):** In the first paragraph of this section, describe the prime organization including the skill sets of the organization relative to the project. Include how the organization will lead/manage the work. In the subsequent paragraphs, describe any partner organizations and how their capabilities will augment the prime organization implementing the work. **If you are looking for partners or collaborating organizations, indicate the type of support needed and bold the text so it stands out.**
 - 3) **Project Description (2 pages):** Describe the project idea in further detail. Include a paragraph detailing the problem statement, how your project will address the problem and what the expected outcomes are for this work. If you have phases or objective areas in your project, outline those in the project description. Subsections within the Project Description must include:

³ <https://opendefinition.org/od/2.1/en/>

- a) Technical approach to the issue and anticipated outcomes.
 - b) Anticipated timeline to meet deliverables.
 - c) Short description of monitoring and evaluation approach, techniques, and/or process.
- 4) **Tagging:** To make it easier to search proposals, tag keywords or phrases. At the end of your concept note, add a line that says “Tagging” and provide a bulleted list of up to 10 words or phrases (i.e., DHIS2, supply chain, interoperability). You may use the [WHO System Categories](#) as a guide for tagging.

Concept notes that are considered ‘in-scope’ will be invited to submit a full application. Full application requirements detailed below.

- B. Full Application Requirements: To be eligible for funding through Notice C, your application must include:
- 1) **Executive Summary:** If necessary, update the executive summary from the concept note. Aim to keep the length at 2-3 paragraphs.
 - 2) **Consortium Team:** Update the text from the concept note if any changes have been made to the consortium team. Distinguish who is the prime or lead of the proposed activity and who the supporting organizations or stakeholders will be. Include technical capabilities aligned with the proposal activities for each organization. Include the following details:
 - a) Profile of organization’s relevant qualifications.
 - b) Profile of relevant experience and examples of related work.
 - c) Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
 - d) Number of years in operation.
 - 3) **Project Description:** Expand the project description including the problem statement. If you have phases or objective areas, flesh out the details so it is clear what activities need to be implemented and in what order activities should be carried out. Within the Program Description please detail:
 - a) **Technical Approach:** Detail the full scope of proposed work showcasing the technical approach to the issue and strategies for program implementation
 - b) **Use of Digital Health Technologies:** Provide an overview of key digital health tools, technologies and standards that the project will be utilizing and investing in, as well as the interactions between them. You can include architecture of sequence diagrams here or reference them in the appendix.
 - A. **Workplan and Schedule:** Indicate the expected timing (i.e. # months) for implementation of the project. If you have phases or distinct objective areas, include the timing for each of these to be completed. In the workplan, include milestones for the project by each consortium member. Use of GANTT and RACI charts are encouraged and we recommend linking activities to anticipated areas of improvement on the Global Goods Maturity Model.

- B. **Project Deliverables:** List the project deliverables by phase or objective area and by consortium partner. Include the timeframe for deliverables (i.e., 2 months from start date; 6 months from start date, etc).
 - C. **Digital Health Atlas:** Registration with the [Digital Health Atlas](#).
- II. **2-sentence overview:** Please sum up in 1-2 sentences for each topic:
 - A. A description of your global good for a non-technical audience.
 - B. What this investment from Digital Square will specifically fund.
- III. **Community Feedback:** Describe how the consortium proposes to engage with the broader digital health community for feedback and input. Indicate the expected frequency of such engagements as well as the type of expected input (e.g., feedback on architecture/design, use case alignment).
- IV. **Use Cases, User Stories:** Summarize key use cases and user stories that will be addressed through successful implementation of the project. You may provide more information in the appendix.
- V. **Self-Assessment on the Global Goods Maturity Model:** Complete the self-assessment and include the [link](#) to the Google Sheet. You do not have to reach a certain threshold on the Maturity Model to qualify for funding through Notice C. If you would rather, you may attach the self-assessment in the appendix as an excel document.
- VI. **Tagging:** please “tag” your proposal with no more than 10 relevant tags for easy search/sorting on the platform. At the bottom of your submission page there is a box for tagging. Put your tags here in the appropriate format (e.g., #Opensource, #EMR.) For further instructions see the user guide for tagging.

C. Financial Requirements

PATH is requesting financial information only at the Full Application Stage. Detailed information below:

At the full application stage of the application, please provide a detailed budget in the [Budget Template](#) provided as well as a budget narrative (refer [here](#) for a Sample Budget Narrative). The budget must clearly outline the costs of the proposed project. If your application includes several objective areas or workstreams, the budget narrative should include the budget number for each of these objectives or workstreams, in addition to the full budget. The budget narrative must explain in a detailed but concise manner the assumptions made in order to arrive at each cost.

All mathematical calculations must be presented clearly in the budget spreadsheet, provided in the worksheet. Note that although the template is designed for a five-year grant, your project may be shorter. You should modify your budget depending on your proposed start and end dates. The spreadsheet also contains broad cost categories and some of them may not be applicable to all organizations or your project. Only fill out those categories that apply to your specific proposed project.

The following are the possible cost items which can be used in preparing the budget:

1. **Salary:** This refers to the cost of services of project staff directly involved with project activities. Salaries should be budgeted in the units in which they are paid. For example, if an organization pays its employees in monthly rates, then the unit of measure in the budget should be the month and the applicant must use the rate per month for each employee.
2. **Staff Fringe Benefits:** These are any employment benefits that staff paid from this project will receive. These may be health insurance, social security payments, unemployment benefits, educational benefits, etc. Benefits should be calculated based on the standard employment benefits offered by the organization where they will work and should follow the minimum requirements mandated by law.
3. **Consultants:** This refers to costs for the payment of expert services rendered by consultants.
4. **Subawards:** This refers to the costs associated with delegating deliverables to other entities.
5. **Travel and Transport:** This covers costs related to the travel and transport expenses of staff or consultants involved in the day-to-day project management activities and must cover only those travel expenses directly related to the implementation of the proposed project.
6. **Trainings, Seminars, Orientations, Workshops:** This refers to all of the costs incurred for organizing and actually conducting training events, workshops, orientations or seminars, including travel. The budget template currently only includes space to budget for two training events. Applicants are encouraged to add additional lines to the budget if more trainings are envisioned.
7. **Equipment and Supplies:** This refers to the costs of both capital and expendable equipment and supplies. Capital equipment is defined as any item valued at USD 5,000 or more and an expected life of two years or more. Expendable equipment or supplies are items valued at less than USD 5,000 and with an expected life of two years or less. All costs for capital equipment must be determined through formal price quotes and the applicant must be ready to provide these quotes to PATH upon request.
8. **Other Direct Costs:** Other costs associated with the implementation of the grant activity that are not included in any other cost category specified above. Examples include communications, office supplies, etc.
9. **Indirect Costs:** Indirect costs are costs used to support the operation of the applicant and which will not be directly billed to the grant. These may be overhead or general and administrative costs. All applicants claiming indirect costs in their budget must submit proof that this rate has been independently verified by a third party. This may be through a copy of your Negotiated Indirect Cost Agreement (NICRA) with a US Government Federal Agency or independently audited financial statements for the past three years which clearly show the indirect rate and how the organization has determined it. All proposed grant activity costs must be within the normal operating practices of the applicant and in accordance with its written policies and procedures. All line items must be clearly explained in the budget narrative with enough detail to allow PATH to determine if the cost is allowable under the grant.

Special Note on Indirect costs –

Indirect costs are overhead expenses incurred as a result of the project but not easily identified with the project's activities. These are administrative expenses that are related to overall general operations and are shared among projects and/or functions. Examples include executive oversight, existing facilities costs, accounting, grants management, legal expenses, utilities, and technology support.

These rates are maximum allowances. If the organization has lower rates, the lower rates should be used. To the extent that indirect costs are applicable, they are subject to the following limits:

- Up to 10% for US universities and other academic institutions.*
- Up to 15% for non-US academic institutions, and all private, voluntary, and nongovernmental organizations, regardless of location.*
- No indirect costs will be paid to US Government agencies, other private foundations and for-profit organizations.*
- Rates apply both to the primary grantee, subgrantees, and subcontracts that are part of the Application.*

V. Application Evaluation Criteria

The following is a list of significant criteria against which Applications will be assessed by the Peer Review Committee and Governing Board. These criteria are part of the Prioritization Framework, which was developed by Boston Consulting Group, in consultation with Digital Square and other stakeholders.

- A. Impact– a full technical Application that adheres to the scope of work and provides at minimum:
 1. Demonstrated Need - The application clearly addresses a significant country needs or a gap in the technology ecosystem.
 2. Applicability - The application addresses a reusable digital health asset that could be deployed in a variety of health contexts.
 3. Adoptability - The proposal includes a robust plan to drive adoption/scale (i.e., documentation, interoperability, appropriately open-sourced).
 4. Potential for Health Impact - The proposal addresses potential for health system impact and ideally, health outcomes.
- B. Cost:
 1. Investment Appropriateness - The budget request is reasonable given application's proposed goals.
 2. Reasonable Total Cost of Ownership - The total cost of ownership is reasonable given target users of global good.
 3. Funder Alignment - Digital Square is an appropriate funder for the application.
- C. Technology

1. Relationship to Existing Ecosystem - The application appropriately addresses and leverages existing technologies.
2. Differentiated Value - The application provides unique value versus analogous projects or technologies.
3. Sound Technical Strategy - The application clearly articulates a compelling, sound technical strategy.

D. Probability for Success

1. Overall approach - The application has a well thought out approach that adheres to the [Principles of Digital Development](#).
2. Proposal Plan - The application includes clearly articulated activities with measurable indicators of success.
3. Partners - The application includes collaboration with the appropriate set of partners (i.e., technical experts, donors, users, other organizations as appropriate).
4. Team - The applying organization(s) have the appropriate skill set to carry out the work.
5. Financial Sustainability - The application addresses other funding streams or projects that support the work, and addresses future sustainability.

VI. Application Submission Process and Timeframes

Submission of Applications will utilize the Digital Square open Application process, which begins with a concept note. Application submission deadlines are detailed below and Application materials must be submitted on Digital Square’s [Open Application](#) website. Your Application, including overall budget amount and budget notes, will be publicly available on Digital Square’s Open Application Process and Platform (OPP&P). This site and this process offer transparency with other submitters, Digital Square’s Peer Review Committee (PRC), and other organizations and individuals without obligation of confidentiality.

STEP	ACTION	TIMEFRAME
Step 1: Concept Note Phase	Digital Square issues a call for Applications and submitters upload concept notes to Digital Square’s OPP&P. The PRC and other submitters can provide feedback, comments, suggestions, and identify potential areas for collaboration.	June 22 to July 20

<p>Step 2: Application Co-creation Phase</p>	<p>Digital Square will determine which of the concept notes are in scope. Digital Square will communicate with submitters by July 31. Moving forward with identified collaborators and using feedback received during the concept note phase, submitters begin Application development. Application submitters can post iterations of their Application based on community feedback. The PRC and other submitters can provide feedback, comments, and suggestions on the posted Applications.</p>	<p>July 21 to September 3</p>
<p>Step 3: Application Finalization Phase</p>	<p>Taking into account feedback, submitters finalize their Application and budget and submit to the Digital Square OPP&P. The budget is not shared publicly on the platform and the PRC sees only the high-level budget and Level of Effort (LOE) percentages. Submitters are encouraged to structure their budget into discrete work packages.</p> <p>Submitters should also fill out a self-assessment of their tool using the Global Good Maturity Model for digital health software tools and register their tool with the Digital Health Atlas.</p>	<p>September 4 to September 18</p>
<p>Step 4: PRC Review Phase</p>	<p>The Peer Review Committee reviews Applications according to Prioritization Framework criteria and votes on green-, amber-, or red-lit status.</p>	<p>September 19 to October 10</p>
<p>Step 5: Board Review phase</p>	<p>Digital Squares presents the Applications, budget, and Peer Review Committee votes to the Governing Board, which votes on which Applications should be approved and prioritized for investment.</p>	<p>Mid to late November</p>

Step 6: Award Phase	The result of the Governing Board vote and Peer Review Committee feedback are communicated to the submitters.	
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Peer Review Committee Membership

Current membership of the PRC includes representation from the following organizations:

- Digital Square (chair, non-voting member)
- African Centre for eHealth Excellence (Acfee)
- Asia eHealth Information Network (AeHIN)
- Centers for Disease Control and Prevention (CDC)
- Department for International Development (DFID)
- Digital Impact Alliance (DIAL)
- GSMA
- Health Data Collaborative (HDC) via the Digital Health & Interoperability Working Group (DH&I WG) including:
 - GIZ
 - IntraHealth International
 - Johns Hopkins Bloomberg School of Public Health
 - MEASURE Evaluation
 - RTI
- International Telecommunication Union (ITU)
- President's Emergency Plan For Aids Relief (PEPFAR)
- Swedish Program for ICT in Developing Regions (SPIDER)
- United States Agency for International Development (USAID)

Governing Board Membership

Current membership of the board includes representation from the following organizations:

- PATH (ex officio member)
- The Bill & Melinda Gates Foundation
- Digital Impact Alliance (DIAL)
- FSG
- Office of the National Coordinator (ONC)
- Tableau Foundation
- United States Agency for International Development (USAID)
- Wipro

VII. Terms and Conditions of the Application

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation, and is in no way bound to accept any proposal.

B. Confidentiality

By submitting your Application to Digital Square, you acknowledge and agree that your Application, including overall budget amount and budget notes, may be shared publicly on Digital Square's Open Application Process and Platform (OPP&P). By participating in this Open Application Process you agree that detailed budget breakdowns may be shared with Digital Square's Governing Board.

C. Conflict of interest disclosure

Bidders must disclose, to the PATH contact listed in the RFA, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the bidder's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be addressed through the portal. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest, and could result in disqualification of the Application.

E. Acceptance

Acceptance of an Application does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' Applications, as well as the option of accepting partial components of an Application if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work, and also reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Application Validity

Applications submitted under this request shall be valid for 90 days from the date the Application is due. The validity period shall be stated in the Application submitted to PATH.