



Clinton Health Access Initiative, Inc. Request for Applications (RFA)

Community-Based Adolescent SRHR Programming – Montserrat, Rivercess,
and Grand Gedeh

Funded by: UNFPA

Date Issued: May 12, 2026

Ethical Conduct and Conflicts of Interest

In accordance with CHAI's [Global Code of Conduct](#) and [Conflict of Interest policy](#), CHAI is committed to conducting business with integrity and objectively selecting partners and grantees. CHAI maintains a zero-tolerance policy for acts including but not limited to collusion among grantees, submitting falsified applications, bribery, and/or other forms of fraud. Prospective grantees engaging in such conduct will be disqualified from current and future opportunities. CHAI employees and others acting on CHAI's behalf are prohibited from accepting or asking for bribes, gifts, fees, or any other object of value or compensation related to doing business. Please contact ethics@clintonhealthaccess.org with any questions or concerns or to report any violations, or the CHAI Whistleblower Hotline at chai@integritycounts.ca (+1 866-921-6714 [Toll-Free U.S.] or +1 604-922-5953 [International]).

Summary of terms

A. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and improving health outcomes in low- and middle-income countries by enabling the government and private sector to strengthen and sustain quality health systems. For more information, please visit www.clintonhealthaccess.org

Liberia continues to face significant challenges in reproductive health, including persistently high rates of adolescent pregnancy. According to the 2019/20 Liberia Demographic and Health Survey, 32% of girls aged 15 to 19 are either pregnant or already mothers – a rate that has remained largely unchanged for four decades. Teenage pregnancy contributes to 15 percent of school dropout among girls, and adolescent girls account for 60 percent of obstetric fistula cases in the country. These outcomes reflect deep structural gaps in access to sexual and reproductive health (SRH) information and services. In April 2025, UNFPA and UNICEF jointly launched the five-year Nurture, Empower, and Protect (NEP) Joint Programme for adolescent girls in Liberia, funded by the Embassy of Ireland¹. The programme is designed to deliver adolescent-responsive sexual and reproductive health and rights (SRHR) and nutrition services through schools, health facilities, and community outreach activities across three counties: Montserrado, Rivercess, and Grand Gedeh. Through the implementation of facility, school, and community-based interventions, the NEP project aims to reach over 107,000 adolescent girls, creating safe and inclusive spaces for access to SRHR and nutrition services and building girls’ leadership skills. In addition to UNFPA and UNICEF, the NEP project will engage government agencies such as the Liberia Ministry of Health (MOH), Ministry of Education (MOE), Ministry of Gender, Children & Social Protection (MGCSP); local and international implementing partners (IPs); civil society (CSOs) and community-based organization (CBOs) to jointly support its project objectives.

The Clinton Health Access Initiative, Inc. (CHAI) invites interested and capable community-based organizations (CBOs) to support community-level interventions in Montserrado, Rivercess, and Grand Gedeh, in particularly targeting rural communities to improve adolescent SRHR. CHAI is seeking applications for multiple small grants (not exceeding \$3,000 per grant) for impactful programming related to addressing SRHR self-care, out-of-school adolescents, parent and caregiver communication barriers, men and boys engagement, etc. Applicants are invited to submit applications in response to this RFA in accordance with Section D, Instructions for Preparation of Application and Submission to CHAI.

This RFA does not obligate CHAI to make an award or fund an applicant, nor does it commit CHAI to reimburse for the costs incurred for application preparation. All costs related to application preparation must be borne by the applicant. CHAI will accept no fee for the submission of these applications. CHAI makes no representations or warranties and will not incur any liability under any law as to the accuracy, reliability, or completeness of the information contained in the RFA.

B. Application Dates and Requirements

The below table summarizes key dates in the RFA process. Applicants are expected to comply with these dates and deadlines. CHAI reserves the right to modify the dates at its discretion.

Milestone	Date and Time
RFA Released	May 12, 2026
Applications due	May 25, 2026 (11:59PM GMT)

¹ <https://liberia.unfpa.org/en/news/unfpa-and-unicef-launch-five-year-programme-empower-adolescent-girls-liberia>

Estimated award	May 29, 2026
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1. Application Submission and Validity

All responses to this RFA must be submitted by the date and time above and must comply with the instructions below in Section D. Instructions and Preparation of Application and Submission to CHAI. Applications must be submitted electronically only to liberiaprocurement@clintonhealthaccess.org, with the subject line “**NEP RFA_Name of organization**”. Submissions will be reviewed on a rolling basis. CHAI reserves the right to evaluate late offers at its discretion. By submitting this application, the applicant confirms that the application is valid for a period of 60 days.

2. Award

CHAI will examine the offers to determine if they are complete, comply with all the conditions of the RFA, and have been duly signed and are in general order. CHAI will select the offer that represents the best overall value. CHAI anticipates making nine (9) grants, but reserves the right to make no grants, or to make fewer or more grants.

C. Eligibility Requirements

Applicant, regardless of entity status (for profit, not-for-profit, etc) must be legally registered to conduct business in Liberia. A valid copy of a business registration must be provided in the offer submission. All offers must be submitted using Annex A below and must be signed by the officer in charge of the organization.

CHAI is seeking applications from registered local community-based organizations (CBOs) who can demonstrate:

- Experience working within Liberia’s health and/or social welfare sector, in the area of sexual & reproductive health & rights (SRHR), with strong preference for CBOs with a record of implementing initiatives specifically matching the eligible activities described in Annex B (for example, focus on out-of-school adolescents)
- Significant community-level presence and evidence of community buy-in and ownership, in the indicated geographies of interest.
- Meaningful adolescent/youth participation in organization leadership preferred, and organization mission focused on adolescent/youth empowerment and wellbeing.
- Disability-inclusion in proposed project design and/or in past project experience preferred.
- Project experience with large bilateral or multilateral entities.

Selected CBOs are expected to have their key staff participate and undergo training or orientation related to adolescent SRHR prior to implementing the proposed grant activities.

D. Instructions for Preparation of Application

Applicants are required to complete the supporting templates in the Annexes A, B, and C below, to reply to this RFA. Failure to provide all the information required by the RFA or submitting an offer that does not respond to the RFA in all respects may result in the rejection or disqualification of the application. The information that the respondent considers proprietary must be clearly marked as such. All such information will be treated confidentially and used by CHAI for evaluation purposes only.

Application Checklist and Submission Requirements

All submissions must include the following items developed using Annexed templates. Incomplete applications may be disqualified. Please confirm each item is included before submitting.

- i. **Annex A: Application Form** with valid business registration and all necessary attachments, signed by the officer in charge of the organization.
- ii. **Annex B: Application Narrative.** Please answer all questions in the template in a clear and concise manner, and not exceed the word count guidance.
- iii. **Annex C: Application Budget.** Please complete the budget using the Excel template provided. Example activities and budget items in red are provided for reference only, and you may remove/replace these with your proposed activities. The total budget requested must not exceed USD \$3,000, inclusive of all direct and indirect costs. Please note that CHAI may elect to make payment on CBO's behalf based on proposal and budget needs.
- iv. **Annex D: Financial Risk Assessment Form.** Please complete and attach to submission.

E. Evaluation Criteria and Negotiation

CHAI will use the following criteria to evaluate applicants:

Scoring Criteria	Weight	Considerations
Community Presence & Mission	15%	<ul style="list-style-type: none"> The extent to which the applicant can demonstrate established relationships, trust, and operational footprint in the specific county selected, including named communities, community structures, and evidence of prior engagement. The extent to which youth are reflected in the organization's leadership, governance, or decision-making; and the degree to which the organization's mission and track record center adolescent wellbeing and SRHR.
Approach & Activities	30%	<ul style="list-style-type: none"> The extent to which proposed activities are clearly within the eligible activity types described in Annex B (e.g. peer support groups, caregiver networks, men & boys engagement, CSE delivery, radio SRHR programming, client mobilization, SBCC material development) and connect to NEP's community-level SRHR objectives. The extent to which the applicant provides a well-structured, evidence-informed rationale for their approach (e.g. reference to CSE best practices, peer education models, community mobilization approaches) and adapts it to the local context of the selected county. The extent to which the applicant provides specific, disaggregated reach targets (by activity, beneficiary type, and geography) that are feasible given the proposed budget and implementation period. The extent to which the proposed KPIs are SMART (specific, measurable, achievable, relevant, time-bound), cover the key result areas of the proposed activities, and include a feasible means of verification.
Workplan & Deliverables	10%	<ul style="list-style-type: none"> The extent to which the applicant's activity timeline and deliverables schedule is well-sequenced, achievable within the project period, and includes tangible, verifiable deliverables (e.g. session briefs, attendance lists, photographs, activity reports).
Relevant Past Experience	30%	<ul style="list-style-type: none"> The extent to which the applicant's past experience directly corresponds to the proposed activity types (e.g. peer support groups, community dialogues, CSE delivery, caregiver networks, men & boys engagement) in a Liberian health/social welfare context. The extent to which the applicant has prior experience working with international organizations, government entities, or large NGOs; and their demonstrated capacity to manage grant funding, reporting, and compliance requirements.
Sustainability	5%	<ul style="list-style-type: none"> The extent to which the applicant outlines a concrete sustainability pathway – e.g. embedding peer groups within existing community structures, building volunteer/moderator capacity that persists beyond the project, connecting to MOH or school-based platforms.
Budget Feasibility	10%	<ul style="list-style-type: none"> The extent to which the proposed budget is complete, transparent, and directly linked to proposed activities. All cost items should be described with unit costs and quantities. Total must not exceed \$3,000 (USD) inclusive of indirect costs.

		<ul style="list-style-type: none"> The extent to which the budget demonstrates value for money – i.e. the proposed costs are proportionate to the expected reach, the mix of activities, and the local context (Liberia per diems, venue costs, volunteer transport, etc.).
Total	100%	

CHAI reserves the right to hold further discussions, ask for additional information, or request clarifications before making a grant.

F. Terms and Conditions of Resultant Agreement

Any agreement that results from this solicitation will be subject to CHAI’s standard agreement terms and conditions. A copy is available upon request. For the purpose of this RFA, please note that the following terms apply:

- I. Confidentiality: Information which the applicants considers to be confidential or proprietary must be clearly marked as such. All such information is treated as confidential by CHAI for assessment purposes only. Should the applicant anticipate submitting confidential or propriety information to CHAI, please contact the POC for this procurement to request a copy of CHAI’s standard NDA.
- II. Audit and Assurance: Awards resulting from this RFA will be subject to audit, spot check, and investigation rights by CHAI and its donor(s), including UNFPA. Awardees will be required to cooperate fully with any such activities, including providing access to financial records, programmatic documentation, and premises at reasonable times. These rights extend to any subcontractors engaged by the awardee.
- III. Records Retention: Awardees will be required to maintain accurate and complete financial and programmatic records relating to the award for a minimum of seven (7) years following project completion or agreement termination, whichever is later.
- IV. Intellectual Property: Any materials developed under the resultant award – including but not limited to training guides, session materials, curricula, tools, and beneficiary-facing communications content – will be the property of CHAI and/or UNFPA. Applicants should take this into account when proposing activities that involve content development.
- V. Environmental Responsibility: Awardees are expected to use best efforts to minimize any adverse environmental impacts in the course of project implementation.
- VI. Termination: The resultant agreement will include standard provisions governing termination by either party and obligations to notify CHAI promptly in the event of force majeure or any circumstance that materially affects the awardee’s ability to perform.
- VII. Use of Name/Logo: Use of CHAI’s or UNFPA’s name, logo, or emblem in any materials or communications related to the award requires prior written approval from CHAI. Guidance on branding requirements will be provided to awardees upon award.

G. Scope of Work and Deliverables

Please see Annex B below for eligible project activities. The activities are expected to be completed between May and August 2026.

Annex A: Application Form

[Instructions: All applicants submitting a bid in response to this RFA must fill out and complete this template letter. The letter must be signed by an authorized representative of your organization and must be dated appropriately. This letter must be submitted with a copy of your business license and any other documents as requested in the RFA]

Reference #:	
Organization Name:	

General

We, the undersigned, hereby submit this application (*including Annex A-Application Form, Annex B-Application Narrative, Annex C-Application Budget, Annex D-Financial Risk Assessment Form, and all supporting documentation requested*) to receive the funding and perform the work as described in the referenced RFA. We acknowledge and agree to all terms and conditions. We certify that our organization, as well as our principal officers and key individuals, are eligible to receive this award and are not debarred, nor on any watchlist or sanctions list. We further certify that, to the best of our knowledge, we have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that we have no close, familial, or financial relationships with any other entities submitted applications to this RFA. If we become aware of a potential conflict we will immediately notify ethics@clintonhealthaccess.org. We also certify that our business registration, **attached**, is accurate and up to date with the relevant authorities.

Our application remains valid for 60 days from the date of submission.

General Information	
Organization Address	
Organization Telephone	
Organization Website (if applicable)	
Organization Registration	
Does the organization have a bank account?	
Name of Bank, if applicable	

Past Performance

We hereby provide 2 references for similar work that we acknowledge may be contacted at any time by CHAI.

Past Performance	
<i>Reference 1</i> Organization, Entity, or Individual Name Contact Information Brief description of work	
<i>Reference 2</i> Organization, Entity, or Individual Name Contact Information Brief description of work	

Disclosures

Please complete the following disclosures fully and accurately. Incomplete or inaccurate disclosures may result in disqualification. If awarded, any material changes to the below must be promptly reported to CHAI.

Subcontracting: Do you intend to engage any subcontractors, sub-grantees, or formally engaged volunteers to carry out any portion of the proposed activities?

No

Yes – If yes, please identify below the entity or role, the activities they would carry out, and the approximate value or proportion of the budget they would represent. Note that any subcontracting arrangement requires prior written approval from CHAI. Subcontractors will be subject to terms and conditions equivalent to those governing the prime awardee, including PSEA, child safeguarding, and anti-fraud requirements.

<i>Entity or Role</i>	<i>Activities to be Carried Out</i>	<i>Approximate Budget Value or %</i>

Prior Audit Findings and Donor Sanctions: Has your organization been subject to any of the following in the past three (3) years?

Yes No

Audit findings resulting in disallowed or questioned costs from any donor or funding entity

Suspension, debarment, or sanction by any donor, UN agency, government entity, or other organization

Termination for cause of a grant, contract, or implementing partner agreement

If yes to any of the above, please provide details below. Disclosure of a finding or sanction will not automatically disqualify an applicant but will be taken into account in CHAI's evaluation.

Financial Due Diligence: Applicants must complete and submit the Financial Risk Assessment Form (Annex D).

Organizational Policies and Certifications

We hereby certify the following with respect to our organization's policies and practices. CHAI reserves the right to request supporting documentation for any of the below prior to or following award.

Protection from Sexual Exploitation and Abuse (PSEA): We certify that our organization has a PSEA policy in place that prohibits sexual exploitation and abuse by our staff, volunteers, and any other personnel engaged on our behalf. We further certify that all personnel assigned to work directly with beneficiaries under any resultant award will receive PSEA training prior to commencement of activities, and that our organization has a functional mechanism for receiving, reporting, and acting on allegations of sexual exploitation and abuse.

Child Safeguarding: We certify that our organization's practices are consistent with the rights set forth in the Convention on the Rights of the Child, including protections against work or engagement that is hazardous,

exploitative, or harmful to the physical, mental, spiritual, moral, or social development of children. We further certify that we have safeguarding policies and practices applicable to programming that directly engages minors.

Anti-Fraud, Anti-Corruption, and Internal Controls: We certify that our organization maintains an anti-fraud and anti-corruption framework, including written policies prohibiting fraudulent, corrupt, collusive, and coercive practices by our personnel. We further certify that our organization maintains adequate internal financial controls, including appropriate segregation of duties, necessary for the sound management of donor funds.

Data Protection: We certify that our organization has a data protection policy governing the collection, storage, use, and destruction of personal data, including data collected from program beneficiaries. We understand that activities under any resultant award may involve collection of personal data from adolescent beneficiaries and that such data must be handled with the highest standard of care and in accordance with applicable law and donor requirements.

The undersigned confirms that all certifications and disclosures above are accurate and complete as of the date of submission.

Key officer signature:

Name (Printed): _____

Title: _____

Signature: _____

Date: _____

Annex B: Application Narrative

[Instructions: Complete each section of this Application Narrative using the guidance provided. Adhere to the suggested word counts.]

Section 1: General Information

Name of the Applicant Organization	
Contact name	
Contact email address	
Select <u>ONE</u> county of focus <i>Selection must match organization's described experience in the selected county.</i>	<input type="checkbox"/> Montserrado <input type="checkbox"/> Rivercess <input type="checkbox"/> Grand Gedeh
Total Budget Requested (\$USD) <i>Must match Excel budget template total</i>	
Proposed Project Period	

1. Please provide a brief description of your organization. (Suggested word count: 100)

Section 2: Project Information

[Instructions: Before completing this section, review the eligible activities & illustrative examples below. Your proposed activities must fall within the eligible activity types. Example activities listed are illustrative only and may be modified and built upon to reflect your proposed approach.]

Eligible Activity Types: This RFA supports community-based initiatives related to improving adolescent and youth access to SRHR information and services. Target beneficiaries are primarily adolescents girls (defined by the draft Liberia Adolescent SRHR+N Strategy as those between the ages of 10-19 years). Additional beneficiaries for some activities include parents or caregivers of adolescents, and men & boys in the context of improving community enabling environment for SRHR access.

Illustrative examples of eligible activities include:

- [required activity, please add to your workplan] Participate in/undergo training or orientation related to adolescent SRHR prior to implementing the proposed grant activities
- Activate or establish community-based adolescent peer support groups, and convene routine group sessions with programming focused on SRHR self-care and building on existing work on comprehensive sexual education (CSE)

- Host live discussions on rural radio stations related to SRHR, CSE, and/or self-care
- Conduct client mobilization, particularly for out-of-school adolescents, prior to and during quarterly SRHR outreach services by health facilities to rural communities
- Conduct training of volunteers to moderate parent/caregiver support networks
- Establish parent/caregiver support networks and convene routine group sessions to address parent-adolescent communication barriers on SRHR
- Conduct training of volunteer men & boys to facilitate community dialogue on positive masculinity
- Convene community dialogue for men & boys on positive masculinity
- Contribute to development of adolescent SRHR community engagement manual, or other beneficiary-facing communication materials

2. Describe your organization’s experience working in the county selected in Section 1 above, including past initiatives, target beneficiaries, relationship with the communities and its members. List specific communities engaged and number of beneficiaries (direct or indirect) reached, with brief description on how reach numbers were calculated. (Suggested word count: 250)

• Describe the proposed activities and how they align with the NEP project’s objective on improving adolescent access to SRHR information and services. Be concise and structured, and provide rationale for the activities proposed (e.g. evidence-based impact). Use and build upon the illustrative activities described above. (Suggested word count: 400; use a numbered or bullet list to clearly organize proposed activities)

3. Please highlight the main activities from the section above, the expected deliverables that show evidence that proposed activities have taken place, the estimated reach/target, and estimated dates of completion. Please number the activities (1, 2, 3...) and ensure they match the activities noted in your proposed budget. The indicated reach/target should be feasible within the proposed budget. Add or remove rows from the table as needed.

Activity #	Activity	Deliverable(s)	Reach/Target	Estimated Date of Completion
1.1	<i>Example: Convene community caregiver network groups every 2 weeks</i>	<i>Example: Session briefs with attendance list and consented photographs</i>	<i>Examples:</i> <ul style="list-style-type: none"> • 5 caregiver networks formed with 10 participants in each group • At least 4 sessions held for each caregiver group 	<i>June 30, 2026</i>

4. Please describe your organization's relevant experience to implement the proposed activities above, matching experience specifically to proposed activities. Highlight prior work in Liberia's SRHR space; experience with and involvement of adolescents & youths; past experience implemented community-based initiatives, particularly those related to the eligible activities; and if applicable to your proposed activities, any experience with other community members such as parents, caregivers; men and boys in the context of SRHR. (Suggested word count: 300)

5. Please list and describe 4 key performance indicators that you plan to use to track results of your project. (Suggested word count: 200)

Indicator statement	Numerator	Denominator, if applicable	Means of verification

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6. Describe how the proposed implementation approach and methodology ensures sustainability beyond the project period. Consider factors such as capacity-building, attitude transformation, collaboration with community or other local/national structures and mechanisms. (Suggested word count: 150)

7. Describe anticipated project risks and your mitigation strategy for each. (Suggested word count: 100)

<i>Anticipated project risk</i>	<i>Mitigation strategy</i>

Annex C. Application Budget

Please download template [at this link](#).

Annex D. Financial Risk Assessment Form

Please download form [at this link](#).